

Date _____
Name _____ U# _____
Address _____
City _____ State _____ Zip _____

Complete the appropriate section below based on your current academic level. Once signed by both the student and the Adviser/Program Coordinator, forward the form to the Registrar's Office. Undergraduate program changes must also be accompanied by an updated Program of Study. The Registrar's Office will notify you in writing (by letter) if the Change of Program has been approved or denied.

Undergraduate Student

Check request:

Change of Major From _____ To _____
Major/Degree Major/Degree

Add Second Major 2nd Major Requested _____

Add Minor Minor Requested _____

Change Minor From _____ To _____

(BS Business Students Only)

Change Concentration From _____ To _____

Add Concentration Concentration Requested _____

Student Signature _____ Date _____

Adviser/Program Coordinator Signature _____ Date _____

Graduate Student

Check request:

Change of Major From _____ To _____
Major/Degree Major/Degree

Add Second Degree 2nd Degree Requested _____

(MBA Students Only)

Change Concentration From _____ To _____

Add Concentration Concentration Requested _____

Student Signature _____ Date _____

Adviser/Program Coordinator Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE – IF YOU WISH TO INCLUDE ADDITIONAL INFORMATION, PLEASE ATTACH A SECOND SHEET.

For Registrar Office Use Only

Admit Term _____ # Transfer Credits (if any): _____

Admit Type _____ # Credits earned at SUNY Poly: _____

GPA _____ Good academic standing Yes No

Request **Approved** - Effective Semester _____ Request **Denied** (reason listed below)

Registrar Comments _____

Reviewed by (Registrar's Office) _____ Date _____

PROG _____ PROG # _____ CONC # _____ MNR # _____ DEG _____

SFAREGS SGASTDN SHADEGR SPAIDEN DATE INITIAL