UNIVERSITY OF WASHINGTON TACOMA

REQUEST TO DECLARE/CHANGE MAJOR AND/OR ADD/DROP MINOR

OFFICE OF THE REGISTRAR, BOX 358400

STUDENT INSTRUCTIONS

After completing any entrance requirements for the requested major and/or minor, have the adviser from your current program or department sign below. Take this form, along with any additional application material (e.g. personal statement), to the requested program (major) for review. If you are requesting to add or drop a minor, return this form directly to the Office of the Registrar.

STUDENT NUMBER | **PRINT NAME:** Last Name (comma), First Name (space) Middle Initial

CURRENT MAJOR/DEPARTMENT: _____

☐ **Request to Declare/Change Major**

	Major – Concentration or Option (if applicable)	☐ Declare Major
Change to:		☐ Change Major

☐ **Request to Add a Double Major/Double Degree**

Refer to the UW Tacoma Catalog for double major/double degree requirements. Consult with your program adviser for details.

	Major – Concentration or Option (if applicable)	☐ Double Major
Add:		☐ Double Degree

☐ **Request to Add/Drop Minor**

Declaration of a minor requires 90 credits.

Minor:		☐ Add Minor
		☐ Drop Minor

NOTE: Contact the requested program (major) for more information on admission requirements and priority application dates. Admission to the major is subject to approval by the requested program. Once your application has been evaluated and an admission decision made, you will be notified by the program.

Student Signature: _____ Date: _____

Current Adviser Signature: _____ Date: _____

Subject to approval, the above changes will take effect: _____ Quarter _____ Year (May not be retroactive)

PROGRAM/MAJOR INSTRUCTIONS

1. Once a decision has been made, please complete the area below.
2. If admitted, forward form (original) to the Office of the Registrar. NOTE: If the student has applied to more than one major, the student must first accept your offer of admission before forwarding the form to the Registrar.
3. If denied or incomplete, notify the current program/department and refer the student back to the current adviser.

OFFICE USE ONLY

DECISION: ☐ Admit ☐ Offer Accepted ☐ Deny ☐ Incomplete Signature: _____ Date: _____

Revised 3/21/07