

**Brandeis University**  
**Major / Minor Change Request Form**

**INSTRUCTIONS**

*Please use a separate form for each major or minor*

This form should be used by undergraduate students who wish to add, drop or change their major or minor or change their advisor. This form can be used as a worksheet, which allows students and Undergraduate Advising Heads to make note of suggested courses that the student should take to complete the major or minor.

Students who wish to declare, drop or change a major or minor should follow these steps:

1. Schedule an appointment with the Undergraduate Advising Head (UAH) for the major or minor that you wish to add, drop or change. You can find a list of [Undergraduate Advising Heads on the Academic Services website](#).
2. To prepare for your appointment, list the courses you've already taken in the table on page 2 and review your major/minor's requirements in the University Bulletin.
3. Meet with the UAH and discuss what you prepared. If applicable, bring syllabi for courses taken outside of Brandeis University to the appointment. If the UAH determines that a course can count towards a major/minor requirement, complete the online Petition to Request a Substitution for a Major/Minor Requirement which can be accessed here: <http://www.brandeis.edu/registrar/forms/transfer-credit.html>.
4. Some departments will electronically report the major/minor information or change of advisor to the Office of the University Registrar. Others will ask the student to bring a completed copy of this form to the Office of the University Registrar. Please note that this form will be accepted by the Office of the University Registrar only if signed by the department Undergraduate Advising Head.
5. Study Abroad: If you are declaring your majors/minors as a part of your study abroad application, please note that some departments have different faculty assigned to approve credit taken from abroad. Please see the following website for a list of current Study Abroad Liaisons: <http://www.brandeis.edu/acserv/abroad/applying/depts/index.html>.
6. **DO NOT** use this form to declare a major in Business, Biology, HSSP or Neuroscience.
  - To declare a business major or minor, please see the links below:
    - Business Major: <http://www.brandeis.edu/programs/business/major/apply.html>
    - Business Minor: <http://www.brandeis.edu/programs/business/minor/declare.html>
  - To declare a major in Biology or Neuroscience, please see the links below:  
To declare a major in Biology, please see instructions at: <https://sites.google.com/a/brandeis.edu/brandeis-biology-major-info/declaring-a-biology-major>  
To declare a major in Neuroscience, please see instructions at: [http://www.bio.brandeis.edu/undergrad/neuro/declaring\\_major.html](http://www.bio.brandeis.edu/undergrad/neuro/declaring_major.html)
  - To declare a major or minor in HSSP, please visit this link: [https://docs.google.com/document/d/1G15ti7yPkuWU\\_WVOXYua70pdOEU2jpwdZrJAYS5ywr8/edit](https://docs.google.com/document/d/1G15ti7yPkuWU_WVOXYua70pdOEU2jpwdZrJAYS5ywr8/edit). Once you have reviewed and completed the form, please make an appointment with Prof. Sarah Curi to review your form and declare your HSSP degree.

**Omitting or providing an incorrect SAGE ID can cause delays or errors in processing your request.** You can find your SAGE ID by logging into your Student Center in SAGE. Click the button "find my SAGE id #" at the top of the page.

**Brandeis University**  
**Major / Minor Change Request Form**  
*Please use a separate form for each major or minor*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ SAGE ID: 20 \_\_\_\_\_

Brandeis E-mail Address: \_\_\_\_\_@brandeis.edu Phone#: \_\_\_\_\_ MB#: \_\_\_\_\_

What is your expected graduation term? \_\_\_\_\_

Omitting or providing an incorrect SAGE ID can cause delays or errors in processing your request.

To DECLARE or DROP a Major or Minor complete this section:



I wish to (choose one):  Declare  Drop

Specify Major or Minor:

Major (BA Degree) in \_\_\_\_\_

Major (BS Degree) in \_\_\_\_\_

Minor in \_\_\_\_\_

Advisor Name: \_\_\_\_\_

To CHANGE your existing major, minor or advisor complete this section:



I wish to (choose one):

change my major to a minor in \_\_\_\_\_

change my minor to a major in \_\_\_\_\_

change from a B.A. to a B.S. in \_\_\_\_\_

change from a B.S. to a B.A. in \_\_\_\_\_

change my faculty advisor in \_\_\_\_\_

to (specify advisor name): \_\_\_\_\_

Use the worksheet below to determine the courses needed to complete your major/minor. Please note that this worksheet does not replace the Petition to Request a Substitution for a Major/Minor Requirement.

	Semester I	Semester II	Summer
First Year			
Sophomore Year			
Junior Year			
Senior Year			

Comments (to be filled out in collaboration with advisor):

Some departments will electronically report major/minor information or change of advisor to the Office of the University Registrar. Others will ask the student to bring a copy of this completed form signed by the UAH to the Office of the University Registrar.

Undergraduate Advising Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If changing advisors, \_\_\_\_\_  
 Signature of old advisor

\_\_\_\_\_  
 Signature of new advisor