

Student ID # _____ Student Name (print) _____
Last First

I am an international student I have earned credits from another college or university

ACTION: Declare First Major Add or Change Major (or other program) Remove Major (or other program)

Procedure:

1. Complete this form and get signature of current advisor. *(For removal of a program only, return completed form directly to Student Academic Support Services in HAC206, no signature required.)*
2. Make an appointment with the Department Chair/Designee of any **new** major or program. Take with you a copy of your **academic record** AND a copy of your **current** program guide. *(If applicable, the Registrar will re-evaluate any credits completed at another college or university and provide a copy of revised credit evaluation to you and the new department.)*
3. Evaluate earned credits against new program requirements **at the time of change** with Department Chair/Designee. Note credits completed on current program guide. **(IMPORTANT: students are bound by requirements in effect at time of declaration/major change).**
4. Attach marked Program Guide and course substitution form *(if applicable)* to this form and return to Student Academic Support Services HAC206

Check all that apply (List of all programs on back of this form)

- Declare First Major:** **From:** Undeclared **To:** _____
- Declare Special Program:** _____
- Change Major:** **From:** _____ **To:** _____
- Change Special Program:** **From:** _____ **To:** _____
- Add Major:** **2nd:** _____ **3rd:** _____
- Remove Major:** _____
- Remove Special Program:** _____

I fully understand the requirements for graduating from La Roche College in the above program(s), and understand that changes in my program(s) of study may affect my future schedule planning and duration of study at La Roche College. I am also aware that if declaring additional majors, I will earn only one degree (e.g. Bachelor of Science) from La Roche College, and will receive one diploma noting the degree of the first major. Additional majors, minors or programs will be noted on the transcript.

Student Signature _____
Date

Current Advisor _____
Date

I have met with this student and completed a Program Guide noting earned credits toward this program, discussed completion requirements, and estimated time of graduation/completion.

Department Chair/Designee (of NEW Major or Program) _____
Date

OFFICE USE ONLY

Advisor change from: _____ **To:** _____

Student Academic Support Services: _____ **Date:** _____

Registrar's Office: _____ **Date:** _____

Program Guide Attached

Credit Re-Evaluation Complete

Program Declaration and Change Procedures

Students

Majors & Special Programs:

- 1 Complete this form and get signature of current advisor. *(For removal of a program only, return completed form directly to Student Academic Support Services in HAC206, no signature required.)*
- 2 Make an appointment with the appropriate designee of the department of any **new** major or program. Take with you a copy of your **academic record** AND a copy of your **current** program guide. *(If applicable, the Registrar will re-evaluate any credits completed at another college or university and provide a copy of revised credit evaluation to you and the new department.)*
- 3 Evaluate earned credits against new program requirements **at the time of change** with department. Note credits completed on current program guide. *(IMPORTANT: students are bound by requirements in effect at time of declaration/major change).*
- 4 Attach marked Program Guide to this form and return to Student Academic Support Services, HAC206

Minors, Concentrations, Certifications, & Certificate Programs:

- 1 Complete this form and print Program Guide for minor, concentration or certificate.
- 2 Note completed requirements on Program Guide and attach to this form.
- 3 Return both forms to Student Academic Support Services, HAC206
- 4 If applicable, the Registrar will re-evaluate any credits completed at another college or university and provide a copy of revised credit evaluation to appropriate department(s).
- 5 The appropriate Department Chair(s) will be notified of this addition or change by Student Academic Support Services.

Advisors

Majors & Special Programs:

- 1 Review the core curriculum requirements students have completed and mark Program Guide accordingly.
- 2 Sign declaration form.
- 3 Remind student to meet with Department designee of new program to complete Program Guide.
- 4 Remind student to return completed form **and** program guide to Student Academic Support Services, HAC206

Minors, Concentrations, Certifications, & Certificate Programs

- 1 No faculty signature required on form.
- 2 Remind students to return form and Minor guide to Student Academic Support Services, HAC206

Department Chairs/Designees

Majors & Special Programs

- 1 Meet with declaring students to evaluate earned La Roche credits on their new Program Guide from your department. You may designate another faculty member in your department to meet with students for this purpose.
- 2 Inform students of any minimum standards, application processes or other unique requirements for their new major or program.
- 3 Sign the Declaration/Change Form and remind students to return **both** the form and updated Program Guide to Student Academic Support Services, HAC206
- 4 If applicable, the Registrar will re-evaluate any credits completed at another college or university and provide a copy of revised credit evaluation to the student and the new advisor.

Minors, Concentrations, Certifications, & Certificate Programs

- 1 No faculty signature required on form.
- 2 Remind students to return form to Student Academic Support Services, HAC206