

**SHEPHERD UNIVERSITY**  
**UNDERGRADUATE ACADEMIC CHANGE FORM**

**INSTRUCTIONS**

Complete the appropriate fields, obtain required signatures and return to the Office of the Registrar, Ikenberry Hall. PLEASE PRINT.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Student ID # \_\_\_\_\_

Email Address \_\_\_\_\_@rams.shepherd.edu

**ATTENTION ATHLETES**

Participants in intercollegiate athletics must obtain approval of Athletic Director \_\_\_\_\_  
Athletic Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**DEGREE** -  CHANGE DEGREE or  Add 2<sup>nd</sup> Degree or  CONTINUE WITH CURRENT DEGREE

Select Degree:  BA  BA ELEM  BA SECD  BFA  BS  BSN  BSW  BME  BMP  RBA

**MAJOR** - Note: Changing your major may result in additional fees.

ADD or  CHANGE: Primary Major \_\_\_\_\_ Concentration: \_\_\_\_\_

ADD or  CHANGE: 2<sup>ND</sup> Major (optional) \_\_\_\_\_ Concentration: \_\_\_\_\_

ADD or  CHANGE: Concentration or Teaching Field in current major \_\_\_\_\_

**CATALOG** (required) What catalog are you following? \_\_\_\_\_

**ADVISOR** (must be assigned by Department Chair of major)

New Advisor \_\_\_\_\_  Current Advisor \_\_\_\_\_

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Required if new degree, major, advisor or teaching field)

**MINOR OR TEACHING FIELD** -

ADD or  CHANGE: Minor \_\_\_\_\_

ADD or  CHANGE: 2<sup>nd</sup> Minor\*\* \_\_\_\_\_

\*\*ADDITION OF 2nd minor, or minor with a comprehensive major, must fall within the 120 hour graduation limitation and requires the following signatures:

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Current Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE STUDENT** - Effective with the above change, I am now pursuing the following program;

<p>PRIMARY DEGREE _____</p> <p>CATALOG YOU ARE FOLLOWING _____</p> <p>CONCENTRATION _____</p> <p>TEACHING FIELD _____</p> <p>(OPTIONAL) MAJOR 2 _____</p> <p>CONCENTRATION _____</p> <p>MINOR(S) _____</p>	<p>OPTIONAL SECOND DEGREE _____</p> <p>CATALOG YOU ARE FOLLOWING _____</p> <p>MAJOR 1 _____</p> <p>CONCENTRATION _____</p> <p>TEACHING FIELD _____</p> <p>(OPTIONAL) MAJOR 2 _____</p> <p>CONCENTRATION _____</p> <p>MINOR(S) _____</p>
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Select One:  I have applied for graduation:  May  August  December Year: \_\_\_\_\_

or  I have NOT applied for graduation. Anticipated graduation date: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_