

# GENESEO

## REQUEST TO CHANGE, DELETE, ADD, OR DECLARE A Major/Minor/Concentration SEE Page 2 FOR INSTRUCTIONS

Name: \_\_\_\_\_ Exp Grad Date: \_\_\_\_\_ Student ID # \_\_\_\_\_

Current Major (s): \_\_\_\_\_ Current Advisor: \_\_\_\_\_

Current Cum GPA: \_\_\_\_\_

\*Biology, Chemistry and Mathematics Majors  
must indicate BA or BS with Major

NEW MAJOR: \_\_\_\_\_

Concentration (if applicable)  
\_\_\_\_\_

APPROVAL (Chair's Signature) \_\_\_\_\_ Date \_\_\_\_\_

NEW ADVISOR: \_\_\_\_\_  
(if applicable)

SECOND MAJOR: \_\_\_\_\_  
(optional)

Concentration (if required):  
\_\_\_\_\_

APPROVAL (Chair's Signature) \_\_\_\_\_ Date \_\_\_\_\_

ADVISOR: \_\_\_\_\_  
(optional)

Please check all that apply:

- |                         |                                |
|-------------------------|--------------------------------|
| Change of first major*  | Add/change first minor         |
| Change of advisor       | Add/change second minor        |
| Add/change second major | Delete minor                   |
| Delete second major     | Add/change Educ. Certification |
|                         | Drop Education Certification   |
|                         | Add/change concentration       |

ADD DELETE

MINOR 1: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_  
Signature Date

ADD DELETE

MINOR 2: \_\_\_\_\_

Dept. Approval: \_\_\_\_\_  
Signature Date

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**TEACHER CERTIFICATION CANDIDATES:** Note: Before formal acceptance by the School of Education you will be listed as a Pre-Major.

**BSED**

Check one of the following:

Early Childhood and Childhood Education (Birth - Grade 6)

Childhood with Special Education (Grades 1 - 6)

Concentration (Required) \_\_\_\_\_

All Education Majors see Chelsea O'Brien in the School of Education  
for all Education Major & Concentration enrollment requests:  
<https://www.geneseo.edu/education/contact>

**BA/BS with Adolescence certification**

Major \_\_\_\_\_

**I wish to discontinue my certification program.**

SOE Chair/Coord. Signature **\*REQUIRED\***

ADVISOR

DATE

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PLEASE ENTER THE ABOVE CHANGES ON MY OFFICIAL COLLEGE RECORD.

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

Return completed form to the Office of Advising, Erwin 106 or email to [dapa@geneseo.edu](mailto:dapa@geneseo.edu) (MUST be signed by Program Dept. & Student)

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OFFICE USE ONLY

Changes complete:

Processed by (initials):

Date:

**Students may choose to complete a second major. At least 24 credits of a second must be distinct (i.e., not overlap with Major Requirements of the first major). Permission is required from a department or school offering two or more majors in order for a student to have a second major within the same department or school. Students completing two majors must satisfy the writing requirement of their first major.**

**Students may choose to complete up to two minors, which are declared by completing and returning the appropriate form to the Office of the Dean of Curriculum and Academic Services. At least 9 credits of a minor must be distinct (i.e., not overlap with Major Requirements or overlap with the requirements of another Minor or Concentration.)**

**Instructions for changing or declaring a Major/ Minor/ Concentration:**

1. Contact the Dept. Chair or Program Director/Coordinator for approval.
2. Return completed forms to the Office of Advising in Erwin 106 or email to [dapa@geneseo.edu](mailto:dapa@geneseo.edu) (all approved enrollment requests must be signed by the Dept. Chair, Coordinator, or Director of program prior to processing.

Please refer to the [Undergraduate Bulletin](#) > Academic Programs to find the name and location of the Program Dept. Chairs / Directors / Coordinators.