



Policy Title: Change/Declare Major, Minor, or Concentration Policy

Policy Number: REG.105

Policy Owner: VP for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 9/20/2017

1. Purpose and Scope

The purpose of this policy is to outline the standard procedure students must follow in order to change or declare major(s), minor(s), and concentrations. This procedure allows students to understand their personal choices and their potential repercussions; to clearly define students' degree plan; to identify students' academic needs; and finally to ensure that students graduate in a timely manner.

2. Policy

When students begin their studies at NAU, they may determine the course that they would like their academic career to take. They must declare their majors and concentrations prior to the time determined by academic departments. Declaration of minors is not required, but is available.

3. Procedures

Procedures associated with the policy, if any, are explained in this section.

Declaring a Major, Minor or Concentration

Major:

All students must declare a major when they enroll at NAU unless the student is a Non-Degree Seeking (NDS) student.

Minor:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to pursue a minor must be advised at least one time by the minor program department chair or a faculty member regarding the minor requirements for that program. It is the student's responsibility to comply with those requirements.

Concentration:

Students must fill out the Declaration of Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, and submit it to the Registrar's Office either in person or via e-mail. For students who wish to pursue dual concentrations in their major, they must enter both concentrations into the box for new concentration. Once the form has been received, the Registrar updates the student's concentration in the system.

Changing a Major, Minor or Concentration

Major:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. It must be completed, collectively signed by the student, student's advisor, and the new major's department chair. International students are required to meet with the International Student Office when changing majors. Students can submit the form to the Registrar's Office either in person or via e-mail. Once the form has been received, the Registrar updates the student's major in the system.

Minor:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to pursue a minor must be advised at least once by the minor program department chair or a faculty member regarding the minor requirements for that program. It is the student's responsibility to comply with those requirements.

Concentration:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to have double concentration should indicate their current concentration in the "Current Concentration" box and enter their current concentration and their new second concentration in the "New Concentration" box. Once the form has been received, the Registrar updates the student's concentration in the system.

Student Confirmation

Students may confirm that their declaration or change has been successful by checking their student portal and reviewing their degree progress audit.

Handling of Change of Major/Minor/Concentration Forms

All forms submitted to the NAU Registrar's Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar's Office Records Room. As with all student related documents, FERPA regulations apply.

4. Who Should Read This Policy

- Students
- Advisors
- Department Chairs
- International Student Office

5. Related Documents and References

- Change of Major/Minor/Concentration Form
- Declaration of Concentration Form



Change of Major/Minor/Concentration Form

Student Name:	Student Number:
Home/Cell Phone:	Date:
Email Address:	

Please note: All changes should be discussed with academic advisors prior to submitting. Students are required to speak with their current advisor (or chairperson if applicable) as well as the advisor for their new department when changing their major. International students are required to meet with the International Student Office when changing majors. Students wishing to add a double concentration should list both concentrations under the "New Concentration" tab. **Students should consider the following consequences before making changes:**

1. A change of major may result in a tuition adjustment. Please consult with the Bursar's Office with any questions regarding this change.
2. Students who are adding a second concentration or any minor may have their graduation delayed due to additional required hours, course availability, overlapping class times, etc.

Current Major:		New Major:	
Current Minor (if applicable):		New Minor (if applicable):	
Current Concentration (if applicable):		New Concentration (if applicable):	

Student Signature Date

Changes will not go into effect until approved by all advisors involved and processed by the Registrar's Office.

Advisor Signature Date

New Department Chair Signature (if applicable) Date

International Student Office Signature (for international students changing majors) Date

Registrar Signature Date



Declaration of Concentration Form

Student Name:	Student Number:
Home/Cell Phone:	Date:
Email Address:	

Please note: This form is only for students planning on doing a first time declaration of concentration. Students wishing to change concentrations should use the change of major form. Students are highly encouraged to speak with their current advisor (or chairperson if applicable) before making any decisions.

Current Major:	New Concentration or Concentrations:
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Student Signature Date

Changes will not go into effect until processed by the Registrar's Office. Students can check their degree audit in their student portal to see if the changes have taken place.

Registrar Signature Date