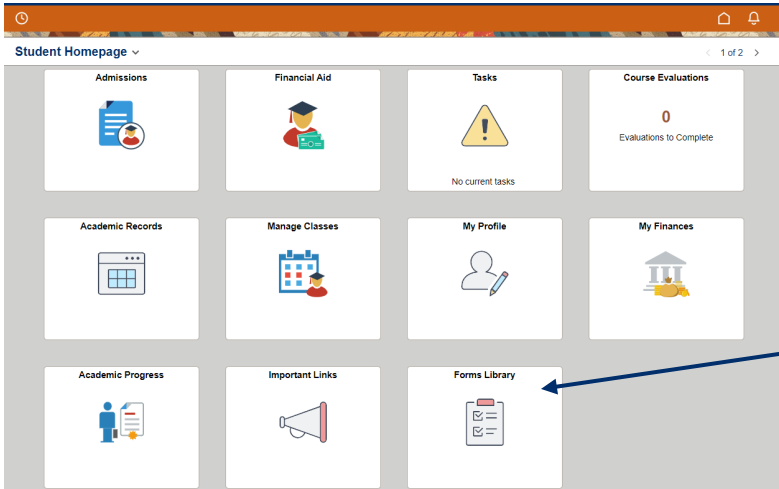


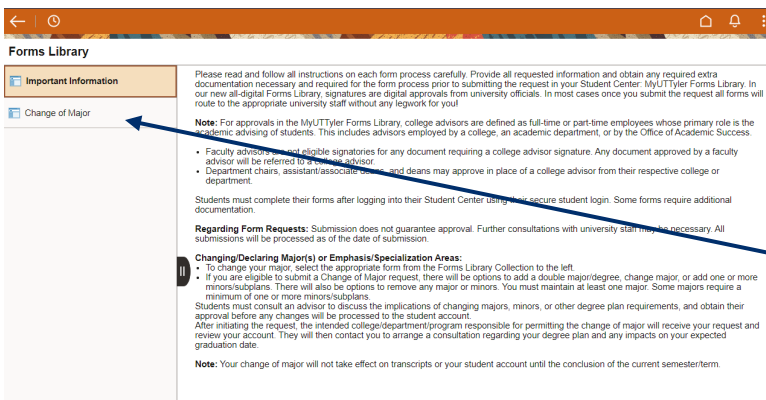


How to Request a Change of Major

- To ensure a seamless process, make sure to connect with an academic advisor over your major area of interest prior to submission of this request.

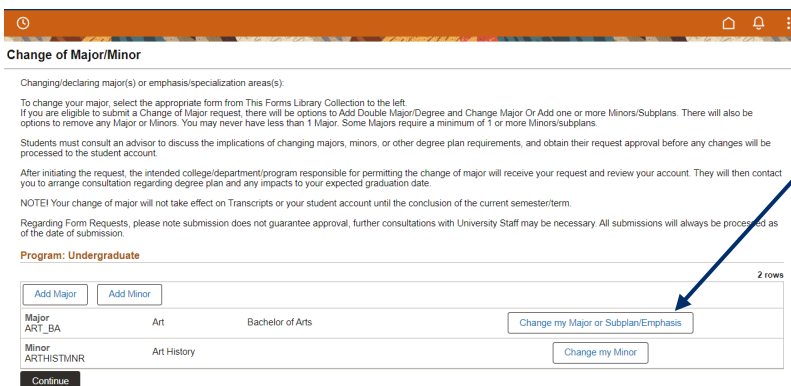


Starting on your MyUTTyler Homepage, Select the Form Library tile.



- Read through the instructions on the Important Information page of the Form Library.

Select Change of Major on the left menu to open the form.



Your current major/minor area of study will display on screen. Select Change my Major or Subplan/Emphasis.

Cancel **Edit Major** Confirm

Change From

Major Art

Change To

Major

Delete

The Edit Major section of the form will display on screen. Under the Change To section, select the magnifying glass inside the Major selection field. This will open the search feature to display a list of majors.

Cancel **Lookup**

Search for: Major

> Search Criteria

∨ Search Results

58 rows

Academic Plan ↑↓	Degree ↑↓	Action Description ↑↓
Accounting	Bachelor of Business Admin	Nothing Required, Optional Minor Allowed
Art BA	Bachelor of Arts	This Major requires a Minor of any type
Art BFA	Bachelor of Fine Arts	Nothing Required, Optional Minor Allowed
BAAS College of Arts & Sciences	Bachelor of Applied Arts & Sci	Nothing Required, Optional Minor Allowed
BAAS College of Education & Psychology	Bachelor of Applied Arts & Sci	Nothing Required, Optional Minor Allowed
BAAS School of Health Professions General Academic Inst	Bachelor of Applied Arts & Sci	Must select Subplan of any type
BAAS Soules College of Business	Bachelor of Applied Arts & Sci	Nothing Required, Optional Minor Allowed
Biochemistry BS	Bachelor of Science	Minor- Chemistry is Included in Degree Plan
Biology BS	Bachelor of Science	Nothing Required, Optional Minor Allowed

Scroll through the listed majors until you see the Academic Plan desired. Make sure to read over the plan requirements listed under the Action Description header.

- When you see the major area that you desire select that line item to exit the search and auto populate the major field on the form.

Cancel **Edit Major** Confirm

Change From

Major Art

Change To

Major Criminal Justice BS

Must select 2 Subplans or 1 Subplan and 1 Minor

Emphasis/Specialization

Sub-Plan

Add Minor

Minor

Delete

Any program plan requirements will display on screen. If a subplan is optional or required, the Emphasis/Specialization field will display.

- The Add Minor option will also display. If your plan requires a minor, make sure to select the magnifying glass to find your desired minor.

Cancel **Edit Major** Confirm

Change From _____

Change To Major Art

Major Criminal Justice BS

Must select 2 Subplans or 1 Subplan and 1 Minor

Emphasis/Specialization Sub-Plan _____

Add Minor Minor _____

Delete

Cancel **Lookup**

Search for: Sub-Plan

> Search Criteria

Search Results

Academic Plan

Criminal Justice Generalist

Forensic Science

Homeland Security

Juvenile Justice

Cancel **Edit Major** Confirm

Change From _____

Change To Major Art

Major Criminal Justice BS

Must select 2 Subplans or 1 Subplan and 1 Minor

Emphasis/Specialization Sub-Plan Forensic Science

Emphasis/Specialization Sub-Plan Homeland Security

Add Minor Minor _____

Delete

When you select the magnifying glass under the Sub-Plan a list of Emphasis or Specialization areas specific to the major selected will display on screen.

- Select the Emphasis/Specialization option you desire to return to the Change of Major form.

If multiple subplans are required a new Emphasis/Specialization field will display. Repeat the two previous steps to select your second desired subplan.

Some majors require or allow an optional minor area of study. If the minor options displays and you desire a minor, you can repeat the same previous two steps to review minor options and select the desired area of study.

Once your required fields are complete, select Confirm in the top right to continue.

Change of Major/Minor

Changing/declaring major(s) or emphasis/specialization areas(s):

To change your major, select the appropriate form from This Forms Library Collection to the left.
 If you are eligible to submit a Change of Major request, there will be options to Add Double Major/Degree and Change Major Or Add one or more Minors/Subplans. There will also be options to remove any Major or Minors. You may never have less than 1 Major. Some Majors require a minimum of 1 or more Minors/subplans.

Students must consult an advisor to discuss the implications of changing majors, minors, or other degree plan requirements, and obtain their request approval before any changes will be processed to the student account.

After initiating the request, the intended college/department/program responsible for permitting the change of major will receive your request and review your account. They will then contact you to arrange consultation regarding degree plan and any impacts to your expected graduation date.

NOTE! Your change of major will not take effect on Transcripts or your student account until the conclusion of the current semester/term.

Regarding Form Requests, please note submission does not guarantee approval, further consultation with University Staff may be necessary. All submissions will always be processed as of the date of submission.

Program: Undergraduate

2 rows

Major	Criminal Justice	Bachelor of Science	Specialization FORENSIC	Forensic Science	Specialization HOMELNDSEC	Homeland Security	Change my Major or Subplan/Emphasis
Minor	Art History						Change my Minor

Continue

The Major/Minor options you selected should display on screen. If these are correct, select Continue to move forward.

If an error displays, you can select the Change options, this will return you to the previous page where corrections can be made.

Confirm Changes

Program: Undergraduate

Current Academic Plan

2 rows

Major	ART_BA	Art	Bachelor of Arts
Minor	ARTHISTMNR	Art History	

New Plan Changes

2 rows

Major	Criminal Justice	Bachelor of Science	Specialization FORENSIC	Forensic Science	Specialization HOMELNDSEC	Homeland Security
Minor	ARTHISTMNR	Art History				

Once you confirm your change of major your new advisor will review and either approve or deny your request.

It may be necessary for an advising session to be scheduled prior to approval.

<< Previous Confirm

Once Continue is selected, a confirmation page reviewing the changes displays. Review the information carefully, select Confirm to submit your change request.

- The form will be sent to the advisors in the selected fields of study for approval. You're all done! If the advisor has questions or clarifications, they will reach out to you. Please monitor your patriots email account.

Change of Major/Minor

Request Pending

Pending request is in process. Cannot submit new request.

Cancel Request

You have the option to cancel your change request at anytime during the process, prior to the advisor finalizing the form. If you desire to cancel, return to the Form Library and select Cancel Request.