



**Records and Registration**  
*Petition to Change Major*

Students who complete and submit this form for processing are requesting to change their currently declared major and/or type of program (i.e., degree/certificate). The student must complete the information as requested below and submit the completed form to the Registrar's Office.

A student may change a major once prior to the first day of classes for the current term. Any changes made after the first class day (limited to two requests each semester) will be effective the following term unless an administrative change is required.

**Check this box if the student is under the advisement of the Center for Student Success (0-15 earned college credit hours).**

**Name:** \_\_\_\_\_ **SUSLA ID#** \_\_\_\_\_

**Address:** \_\_\_\_\_  
*Street Address* *City* *ST* *Zip*

**Classification:**  Freshman **SUSLA Skymail (Email):** \_\_\_\_\_ @sus.edu

Special  Sophomore **Anticipated Graduation Date:** \_\_\_\_\_

**Are you currently seeking a degree or certificate from SUSLA?**  Yes  No

**Are you:**  
(check all that apply and secure the appropriate signatures)

<input type="checkbox"/> <b>receiving federal financial aid?</b>	_____
	<i>Financial Aid Advisor's Signature</i>
<input type="checkbox"/> <b>an International student?</b>	_____
	<i>International Admissions Advisor's Signature</i>
<input type="checkbox"/> <b>receiving Veterans' benefits?</b>	_____
	<i>VA Certifying Official's Signature</i>
<input type="checkbox"/> <b>a student athlete?</b>	_____
	<i>Athletic Director's Signature</i>
<input type="checkbox"/> <b>a non-degree seeking student?</b>	_____
	<i>Admissions Staff Member's signature</i>

<b>CURRENT Major:</b>	<b>NEW Major:</b>
<b>Academic Advisor:</b>	<b>Academic Advisor:</b>
<b>Advisor's Signature:</b>	<b>Advisor's Signature:</b>
<b>Division Dean's Signature:</b>	<b>Division Dean's Signature:</b>

**Effective Date:** Year \_\_\_\_\_ Semester  Fall  Spring  Summer

- I, the undersigned, understand that:
- ✓ Changing my major will update my catalog of record, which may change the courses I am required to complete to meet the degree requirements of my new major and extend the time required to complete degree requirements.
  - ✓ Changing my major may affect my Satisfactory Academic Progress (SAP) calculations, financial aid eligibility and veterans' benefits.
  - ✓ Changing my major may result in non-transferability of credits not required in the new major (program of study).
  - ✓ If you have questions about your financial aid eligibility, see a financial aid advisor in the Financial Aid Office in the Leonard C. Barnes Administration Building, Room A-53.

**Student's Signature/Date:** \_\_\_\_\_

**DOB** \_\_\_\_\_ **Phone:** (     ) \_\_\_\_\_

3050 Martin Luther King, Jr. Drive  
Shreveport, Louisiana 71107  
[www.susla.edu](http://www.susla.edu)

Phone: (318) 670-9229  
FAX: (318) 670-6344  
registraroffice@susla.edu

<b>Registrar's Office Use Only</b>
Effective Term:
Date Processed:
Processed by: