

EKU Office of the Registrar
PETITION - CHANGE MAJOR AFTER 105 CR. HRS.

Degree Works "WHAT-IF" audit of proposed change MUST be attached.

[Petition process is also required if adding additional majors/minors/concentrations/certificates]

Must be approved by Dean of the Student's Current Major

Student name: _____ Student ID: _____
please print

Phone contact (REQUIRED): _____ EKU email: _____

Student signature (REQUIRED): _____ Date: _____

1. Complete a regular **Major Change form** indicating your desired new major/minor/concentration/certificate.
2. Print 2 DGW Audits: 1 for **CURRENT** major, 1 "**What-If**" **Degree Works Audit (DGW)** for proposed new program of study.
3. Take this form & audits to the **Fin. Aid Office for their info.** (VETS must also have area signed by the Military&VA Office).
4. Take the form to be verified by College Graduation Specialist in dean's office of your current major.
 - a. **If verified that you can graduate sooner with the changes –process is completed. Take petition packet to Registrar's Office.**
 - b. **OR** - if the change will delay graduation take petition packet to the dean of the college of your **CURRENT MAJOR.**

A. Take form to Financial Aid Office (Whitlock, 2nd floor) - this section must be completed and initialed by a Fin. Aid. counselor.
[VETS: also have Military & VA Office note amount of benefits remaining and initial this area.]

1. Student's loan debt/Remaining Loan Elig:

FinAid staff initials:

2. Remaining Pell Grant (based on full-time enrollment):

Military & VA Office staff initials if applicable:

B. Student completes this section, seek help of an advisor if needed. THEN take form to college dean's office to be verified.

1. % Degree Progress of CURRENT major(from DGW): _____ Number of credit hrs.(from DGW): _____
2. Which semester are you scheduled to graduate with your current major? (see DGW) _____
3. Will the program changes requested allow you to graduate earlier? (circle one) **YES** (complete only A & B) **NO** (complete A,B,C)
4. After you complete the current semester how many credit hours will it take to complete the proposed new program of study? (see DGW): _____
5. How many semesters will be required to complete these additional hours? _____

Initials of college graduation specialist verifying accuracy of graduation data on this form:

C. Justification: This change will delay graduation. Why do you wish to make this change in your program of study?

Dean of the student's CURRENT major: **APPROVE**

DO NOT APPROVE

SIGNATURE: _____

Signature of Authorized Individual

_____ *Date*

Dean's Office: Form **with original signatures** to be routed to Registrar Office via campus mail.