

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*

1. Complete a regular **Major Change form** indicating the desired new major/minor/concentration/certificate.
2. Print 2 Degree Works Audits: 1. **CURRENT** major, 2. **"What-If" Audit** showing the proposed change to your program of study.
3. Take forms to the College Graduation Specialist in the dean's office of your current major to determine if the change will delay graduation.
  - **If verified that your graduation will not be delayed by the requested change –YOU ARE DONE.**
  - **Take the petition packet to the Registrar's Office.**
4. **BUT-** if the change will delay graduation take the petition packet to the Financial Aid Office, then to the dean of your current major.
  - Veteran students must also have section B signed by the Office of Military & Veteran Affairs (OMVA).

**All items in this section are REQUIRED**

Student name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
please print

Phone contact : \_\_\_\_\_ EKU email: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A. Student completes this section. Your college graduation expert or an advisor can help.**

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. After you complete the current semester how many credit hours will it take to complete the proposed new program of study? (see DGW): \_\_\_\_\_
4. How many semesters will be required to complete these additional hours? \_\_\_\_\_
5. Will the program changes requested delay graduation? **YES** (Complete B & C below) **NO** (Send to the Registrar's Office)

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

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

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

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

*Fin Aid staff initials:*

*Military & VA Office staff initials if applicable:*

**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 Dean or authorized surrogate*

\_\_\_\_\_ *Date*

*Dean's Office: Form with original signatures to be routed to Registrar's Office*