

The College of New Jersey
Office of Records and Registration
P.O. Box 7718, Ewing, NJ 08625-0718
Phone: (609)771-2141 Fax: (609)637-5184

**CHANGE OF MAJOR/SECOND MAJOR
(CHANGE OF PLAN)**

Last Name: _____ First Name: _____ MI: _____ PAWS ID: _____

Phone: _____ TCNJ E-Mail: _____ Present Major: _____

DIRECTIONS: Take the completed form to the Chair of the Department to which you are requesting entry. *Students must obtain the signature(s) of the chair(s) charged with the responsibility to approve the student's new plan.*

New Major: _____ Second Major: (if applicable) _____

Specialization (if applicable) _____

Please indicate if you are dropping a major: _____

Performance in Foundation Courses: - The full listing of Foundation Courses that are required to enter the major can be found in each department's undergraduate bulletin section. Go to <http://bulletin.pages.tcnj.edu/undergraduate-degree-programs> and select major within respective school.

Course #	Course Name	Completed (Y/N)	Grade

Student Signature: _____

Date: _____

***A student who does not meet the department's program entrance requirement (FOUNDATION COURSES) will be coded as a "Pre-Major" student. In this case, the new department is required to assign this student an advisor and provide access to any course that will help the student meet the requirements into the major. A "Pre-Major" student will not be allowed to declare a specialization until the student becomes a full major.**

Approved

*Accepted Pre-Major

Are there exceptions or waivers of Program Requirements? If yes, post memos in PAWS.

Yes

No

First and Last Name of Student's New Advisor: _____

Department Chair Signature: _____

Date: _____

Department Chair Signature: _____

Date: _____

++Two signatures are required if the student is changing the order of his/her double majors (i.e. if the primary major is going to be the secondary major or vice versa) or transferring to the School of Education.