

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: I:06:02

Date: Updated March 2012

Subject: Change of Major

Incoming first-year students who want to change their major before the start of their first semester may initiate the major change process with the Academic Commons Office. First-year students who want to change their major after the start of their first semester may initiate the major-change process by contacting the department office of the new major to gain the approval of the department chair.

Continuing students who want to change their major may initiate the major change process by contacting the department office of the new major to gain the approval of the department chair.

If the department chair of the new department approves the change, a Change of Major Form will be forwarded to the Registrar's Office for recording. Change requests should be made at least four weeks before registration for the next semester to allow students to register for courses in the new major. Departments may refuse a student's request for acceptance to a major based on published requirements and prerequisites.

A student on probation will not be permitted to transfer to a new major without the approval of the associate dean of the new major.

Graduate students wishing to transfer from one degree curriculum to another must apply to the new degree program in accordance with established deadline dates and current admission requirements. Those seeking to change majors should:

1. Complete a Change of Major Application (available online at <http://graduateschool.buffalostate.edu/forms>).
2. Submit any departmental supplemental application material (available online at <http://graduateschool.buffalostate.edu/admissions>).
3. Submit the application and supplemental materials as one packet to the Graduate School by stated deadlines.