UNIVERSITY OF SOUTHERN MAINE

CHANGE OF COLLEGE/SCHOOL AND/OR MAJOR

DOUBLE MAJOR ______ within 120 credits
SECOND DEGREE ______ minimum 150 credits

Name:___________________________________________________ ID# ______  _____  _____
Last                                            First        M

Mailing Address:______________________________________________________________________
Street Address                                   City                         State           Zip Code

☐ Please Check if this is a new address.

CREDIT HOURS EARNED:
USM Credits    ________
TRANSFER Credit ________
TOTAL                     ________

EFFECTIVE DATE OF CHANGE:
(Check & Enter Appropriate Year)
Fall Semester
Spring Semester    20___
Summer Semester

I REQUEST

From:______________________________ To:________________________________
Present College/School               New College/School
(see departmental codes below)    (see departmental codes below)

From:______________________________ To:________________________________
Present Major               New Major
(see major codes below)    (see major codes below)

SECOND MAJOR OR DEGREE: ______________________________________________________

Signature required for the following:

STUDENT SIGNATURE

NEW DEPARTMENT CHAIR

CURRENT ADVISOR - PRINT

NEW ADVISOR - PRINT

CURRENT ADVISOR - SIGNATURE

NEW DEAN - SIGNATURE

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Office use only:
MATR DATE:_________ GPA:_______________ PROFICIENCY MET: Eng_____Math_____

REV. 04/21/08 REGISTRAR’S OFFICE
### DEPARTMENTAL CODES

#### College of Arts & Science (CAS)
- ACH AS APPLIED CHEMISTRY
- ARB AS BFA CANDIDATE
- ARC AS ART CANDIDATE
- ARE AS ART EDUCATION
- ARF AS BFA ART
- ARH AS ART HISTORY
- ART AS ART
- BIO AS BIOLOGY
- CHY AS CHEMISTRY
- COM AS COMMUNICATION
- CRM AS CRIMINOLOGY
- ECO AS ECONOMICS
- ENG AS ENGLISH
- FRE AS FRENCH
- GES AS GEO SCIENCES
- GEY AS GEOLOGY
- GYA AS GEOGRAPHY-ANTHROPOLOGY
- HTY AS HISTORY
- LIN AS LINGUISTICS
- MAT AS MATHEMATICS
- MES AS MEDIA STUDIES
- MUE AS MUSIC EDUCATION
- MUJ AS Music Jazz
- MUP AS MUSIC PERFORMANCE
- MUS AS MUSIC
- MUT AS MUSICAL THEATRE
- PHY AS PHYSICS
- PLY AS PHILOSOPHY
- POL AS POLITICAL SCIENCE
- PSW AS PRE SOCIAL WORK
- PSY AS PSYCHOLOGY
- SDE AS SELF DESIGNED MAJOR -GROUP - See below
- SDM AS SELF DESIGNED MAJOR - INDIVID -
  (Proposed by an individual & approved by SDM committee)
- SOC AS SOCIOLOGY
- SWO AS SOCIAL WORK
- THE AS THEATRE

#### Group Contract Self-Designed Major Codes (SDE)
- CH CLASSICAL HUMANITIES
- CS CLASSICAL STUDIES
- FL FOREIGN LANGUAGES
- FS FRENCH STUDIES
- SN GENERAL SCIENCE
- GS GERMAN STUDIES
- HS HISPANIC STUDIES
- IS INTERNATIONAL STUDIES
- RS RUSSIAN STUDIES
- SS SOCIAL SCIENCES

### School of Business (BUS)

#### Catalogs 2008-09 Plus
- 2007-08 Plans and subplans
  - GMG-BSBA RISKMGMT

#### Catalog 2007-08
- Plans
  - GMG-BSBA ENTREPREN
  - GMG-BSBA GENERALIST
  - GMG-BSBA INTERNATIONAL
  - GMG-BSBA SPORTSMGMT
  - ACC-BSBA
  - FIN-BSBA
  - MKT-BSBA

#### Catalogs up to 2007-08
- ACC BU ACCOUNTING
- ACC BU ACCOUNTING & FINANCE
- BUS BU BUSINESS ADMINISTRATION
- PAC BU PRE-ACCOUNTING
- PAF BU PRE-ACCOUNTING & FINANCE
- PBU BU PRE-BUSINESS
- PEC BU PRE-ECONOMICS

#### Lewiston Auburn College (LAC)
- HUM LA ARTS & HUMANITIES
- LOS LA LEADERSHIP AND ORGANIZATION ST
- SBS LA SOCIAL & BEHAVIORAL SCIENCES
- SCI LA NATURAL & APPLIED SCIENCES

#### College of Nursing (NUR)
- ALT NU ATHLETIC TRAINING
- ATC NU ATHLETIC TRAINING CANDIDATE
- EXS NU EXERCISE PHYSIOLOGY
- HES NU HEALTH SCIENCES
- HN RN HEALTH SCIENCES
- NRRN NU NURSING - RN TO BS
- NUA NU NURSING - ACCELERATED
- NUC NU NURSING CANDIDATE
- NUL NU NURSING - LAC BASED
- NUR NU NURSING
- SPM NU SPORTS MEDICINE
- TRC NU THERAPEUTIC RECREATION
- 2YT NU 2 YEAR THERAPEUTIC RECREATION

#### School of Applied Science (SAS)
- ATE SC APPLIED TECHNICAL EDUCATION
- ATL SC APPLIED TECHNICAL LEADERSHIP
- COS SC COMPUTER SCIENCE
- EE SC ELECTRICAL ENGINEERING
- ENV SC ENVIRONMENTAL SCIENCE & POLICY
- ESH SC ENVIRONMENTAL SAFETY & HEALTH
- INT SC INDUSTRIAL TECHNOLOGY
- TCE SC TECHNOLOGY EDUCATION

#### WST SP WOMEN’S STUDIES

#### Undeclared/Conditional (UND)
- UND Undeclared
- CND Conditional

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**Procedure for changing or declaring a major.**

- Bring this form with you when meeting with your current faculty advisor or academic advisor.
- Meet with your current faculty advisor or academic counselor to discuss your choice of major and to have the Declaration of Major form signed.
- Have you met proficiencies in Writing and in Math?
- Is your grade point average in good standing?
- Does the new department have prerequisites to be met before you declare?
- Make an appointment with the new department chairperson to request admissions to the major and/or ask questions about the appropriateness of the new major to your long-term goals.
- After the new department chairperson signs the form, it is then sent to the appropriate dean’s office for approval. The dean’s office will send the form to the Registrar’s Office for processing.