



# Undergraduate Major Change Form

REGISTRAR'S OFFICE

University of Central Florida  
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407-823-3100 E-mail: registrar@mail.ucf.edu



Students who change majors between different colleges **must** adopt the most current catalog. Students changing from a declared major to an "Undeclared" or "Undecided" major also **must** adopt the most current catalog. For each of these students, the University will automatically update the catalog year when processing the change in major. Students may retain their catalog when changing tracks/concentrations within the same major (e.g., English: Literature to English: Creative Writing), or when moving from a "Pending" category to the equivalent major (e.g., "Business Pending" to "Accounting"). If the new major is a different subject from the "pending" major (e.g., "Nursing Pending" to "Criminal Justice"), the student **must** adopt the most current catalog and the University automatically will update the catalog year when processing the change in major. If they have not interrupted residency, students entering UCF in an "Undeclared" or "Undecided" category may retain their catalog when initially selecting a major. Students seeking admission to limited-access programs **must** apply through the appropriate college, school or department of the intended major.

Date: \_\_\_\_\_ PID: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_ @ knights.ucf.edu Phone: \_\_\_\_\_

### Complete the following, as applicable:

I am changing my "Undeclared" or "Undecided" status by declaring the following major:

Major: \_\_\_\_\_

College of Major: \_\_\_\_\_

I am replacing my current major:

Current Major: \_\_\_\_\_

New Major: \_\_\_\_\_

College of New Major: \_\_\_\_\_

### Double Major:

Students working toward a single bachelor's degree (B.A. or a B.S. degree) may concurrently satisfy the requirements for two majors under the same catalog year and will be awarded **one** diploma with both majors indicated on the transcript. Since the requirements for Bachelor of Arts and Bachelor of Science degrees are different, a student completing a major with a B.A. and a major with a B.S. must satisfy the requirements for **both** the B.A. and the B.S. degrees and must use the same catalog year for both majors. Students **may not** pursue a B.A./B.S. double major in the same major. Although both majors will be indicated on the transcript, only **one** diploma (B.A. or a B.S., at the student's option) will be awarded. A double major does not require a minimum number of hours beyond those necessary for completing degree requirements (120 or more hours), while a second baccalaureate degree has specific minimum requirements. Students earning two degrees may use different catalog years for each degree. Students earning a double major must use the same catalog year for both majors.

I am declaring a 2nd Major: \_\_\_\_\_

I am changing my 2<sup>nd</sup> Major from \_\_\_\_\_ to a new 2<sup>nd</sup> Major: \_\_\_\_\_

I am dropping my 2nd Major: \_\_\_\_\_ and intend to complete only one Major.



Student's Signature: \_\_\_\_\_

(Signature required for all requests.)

### OFFICIAL USE ONLY

Student ID \_\_\_\_\_ New Program Code \_\_\_\_\_

Admit Term \_\_\_\_\_ New Plan Code \_\_\_\_\_

Requirement Term \_\_\_\_\_ Processed by \_\_\_\_\_

Date \_\_\_\_\_ Minor(s) \_\_\_\_\_

**DISTRIBUTION:** Previous College/School/Department: please forward the student's file to the new program/plan.  
New College/School/Department: student file will be forwarded from previous plan.