

**Student must complete form and have academic unit(s) complete and sign before submitting to the Office of the Registrar.
Please allow up to two weeks for processing . Incomplete forms will not be processed.**

STUDENT ID NO. _____ DAYTIME PHONE NO. _____ DATE _____

NAME _____ Student Signature _____
Please Print *Last* *First*

ADDRESS _____
Street/Apt. No.

City

State

ZIP

CURRENT INFORMATION

**Degree Level (i.e. MBA)* *Major/Minor Title* *Major/Minor Code* *Campus/Site*

CHANGE TO NEW INFORMATION

**Degree Level (i.e. MBA)* *Major/Minor Title* *Major/Minor Code* *Campus/Site*

AND/OR *Circle ADD or REMOVE to indicate choice*

Add / Remove Dual Major code _____ Add / Remove Minor Code _____
Minors Applicable to Undergraduates Only

EFFECTIVE SEMESTER FALL _____ SPRING _____ SUMMER _____
Year *Year* *Year*

(Request for undergraduate change(s) will not be processed until the grades from the term prior to the effective term are posted, and if necessary, evaluated by the academic unit.)

**Undergraduate to graduate level requires acceptance letter in Office of Admission.*

Check Yes or No as appropriate, and obtain signature, if applicable.

I receive veterans education benefits Yes No _____
Veterans Affairs Coordinator *Date*

I am an international student Yes No _____
International Student and Scholar Services *Date*

NOTE: New academic unit is REQUIRED to complete this section. Incomplete forms will not be processed.

All Students New degree program is effective with _____ catalog

Undergraduates All courses will apply to the requested major Request transcript for review

Required Signatures

Academic Adviser – Current Academic Unit *Date* *Academic Major Adviser – New Academic Unit* *Date*

Academic Unit Head– New Academic Unit *Date* *Academic Minor Adviser – New Academic Unit* *Date*

For Office Use Only

EVALUATION SENT TO ACADEMIC UNIT _____ SFAREGS SGASTDN UPDATE COMPLETED _____ INITIALS _____

DISTRIBUTION

Original – Registrar

Copy – New Academic Unit

Copy – Current Academic Unit

Florida Institute of Technology • Office of the Registrar

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