

## Instructions for the Change of Undergraduate Major or Certification of Additional Programs and Plans Form

- Use this form to change majors, or to add / drop minors, additional majors, additional degrees, or certificates. (Use the separate [Certification for Post-Baccalaureate Student](#) form to certify students who already have a degree).
- Provide the name of the Advisor when requesting a change of major, adding minors, additional majors or certificates. Forms without an Advisor name will not be processed and will be returned to you.
- To certify students into the first major on the Pullman campus, or to decertify students, contact ASCC (Academic Success and Career Center): [Ascc.advise@wsu.edu](mailto:Ascc.advise@wsu.edu) 509-335-6000. For other campuses, contact the campus Registrar's Office.
- Students are certified using the current year and term, which controls their academic requirements for graduation. If a different year and term is required, please provide that information in the "other notes" field at the bottom of the form.
- Students must be certified in all the academic programs /plans that they will be awarded at the time the degree is conferred.
- Please note that at the time of degree clearing, if a student requests that a minor be dropped, the Graduations Area will remove the minor so that the degree may be awarded.
- The Department Authorization section must be completed by a representative of the added or changed program AND a representative of the dropped program. The form must be routed through the appropriate departments so both departments are made aware of the changes being made to the student's program/plan.
- A signature is required for forms returned via paper copy. The signature line may also be used by your unit for your own tracking purposes.
- Return the completed form on the following page, without these instructions, to the campus registrar's office where the student attends – via email, fax, or campus mail. If you send the form via email or fax, there is no need to send a hard copy.
  - Pullman – Email: [ro.records@wsu.edu](mailto:ro.records@wsu.edu). Fax: 509-335-7823. Campus Mail: 1035. For questions call 509-335-8434.
  - Global Campus – Email: [online.registrar@wsu.edu](mailto:online.registrar@wsu.edu). Campus Mail: 5220. For questions call 509-335-9268.
  - Spokane – Email: [Spokane.registrar@wsu.edu](mailto:Spokane.registrar@wsu.edu). Fax: 509-358-7538. Campus Mail: 1495. For questions call 509-358-7530.
  - Tri-Cities – Email: [registrar@tricity.wsu.edu](mailto:registrar@tricity.wsu.edu). Fax: 509-372-7100. Campus Mail: 1671. For questions call 509-372-7136.
  - Vancouver – send to the Registrar's Office. For questions call 360-546-9553 or 360-546-9565.
  - NPS at Everett – Email [everett.admission@wsu.edu](mailto:everett.admission@wsu.edu). Mail: WSU NPSE, 2000 Tower St. MS #45, Everett, WA 98201. For questions call 425-405-1600.

# Change of Undergraduate Major or Certification of Additional Programs and Plans

Student Name \_\_\_\_\_ I.D. \_\_\_\_\_  
Last, First Middle Initial

**Below, provide the program/plan/subplan name or code as listed in myWSU (e.g., English, BA or P0070).**

## ~ Requested Action ~

### For Majors (for information, see [Rule 53](#) and [Rule 54](#)):

- Change Current Certified Major—From: \_\_\_\_\_ To: \_\_\_\_\_
    - With an Option in (if applicable): \_\_\_\_\_
    - For General Studies, additional options \_\_\_\_\_
      - Name of Advisor: \_\_\_\_\_
  - Add Additional Major in \_\_\_\_\_ with an Option in (if applicable) \_\_\_\_\_
    - Name of Advisor: \_\_\_\_\_
  - Drop Additional Major in \_\_\_\_\_
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### For Minors (see [Rule 54](#)):

- Add Minor in: \_\_\_\_\_
    - Name of Advisor: \_\_\_\_\_
  - Drop Minor in: \_\_\_\_\_
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### For Additional Degrees (see [Rule 118](#)):

- Add Additional Degree in \_\_\_\_\_ with a Major in \_\_\_\_\_
    - With an Option in (if applicable): \_\_\_\_\_
    - For General Studies, additional options \_\_\_\_\_
      - Name of Advisor: \_\_\_\_\_
  - Drop Additional Degree of \_\_\_\_\_
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### For [Undergraduate and Professional Certificates](#):

- Add Certificate in: \_\_\_\_\_
    - Name of Advisor: \_\_\_\_\_
  - Drop Certificate in: \_\_\_\_\_
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## ~ Department Authorization (required) – Please print or type name and Circulate to Appropriate Units ~

I am the Authorized departmental representative for the added or changed program /plan:

Your Name \_\_\_\_\_ Email \_\_\_\_\_  
Academic Unit \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_  
Signature (required for forms sent as paper copy) \_\_\_\_\_

I am the Authorized departmental representative for the dropped program /plan:

Your Name \_\_\_\_\_ Email \_\_\_\_\_  
Academic Unit \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_  
Signature (required for forms sent as paper copy) \_\_\_\_\_

Other notes (if needed): \_\_\_\_\_