



# Request for Change of Major

## Office of the Registrar

P. O. Box 7001  
Longview, TX 75607-7001  
903-233-4370  
Fax: 903-233-4303  
registrar@letu.edu  
www.letu.edu/registrar

**Global (Online) students** complete Part I & email to [AcademicAdvisorSupport@letu.edu](mailto:AcademicAdvisorSupport@letu.edu)

**Residential (On Campus) students** complete Part I, print & follow instructions for Parts II & III

### Part I—To be completed by Student

Name: \_\_\_\_\_ ID#: \_\_\_\_\_ Date: \_\_\_\_\_ On F-1 Visa

Current Program:      UNDG                      GRAD      Current Major: \_\_\_\_\_ Current Advisor: \_\_\_\_\_

CPO: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_ LETU Email: \_\_\_\_\_

Indicate the degree program you wish to pursue:

Associate of Science (A.S.)	Bachelor of Arts (B.A.)	Global (Online)
Bachelor of Science (B.S.)	Other	Residential (On Campus)

PLEASE CHECK ONE:

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

\* A minor is required for the B.A. degree, but is optional for the B.S. degree.

I have read and understand the change of major policy as stated in the LeTourneau University catalog.      **UNDG ONLY**

PLEASE CHECK ONE:

I do hereby request the removal of "D" and "F" grades from my cumulative **LETU UNDG GPA**. Grades can only be removed from courses that fall into a **General Elective** category for the new major. These grades will be added back to the GPA calculation for determining Honors at graduation. I meet the above qualifications & understand this policy may be used only once at LeTourneau University.

I do not wish to use the policy regarding change of major and removal of "D" and "F" grades.

Last four digits of SSN: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_ Date: \_\_\_\_\_

: cf'F Yg]XYbh]U'Gh XYbhgZD'YUgY'g]] b\ YfY. \_\_\_\_\_

### Part II—Deliver to the Department Chair or Program Director of the major for which you are applying and obtain approval signatures

Signature of Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

New Advisor Assignment: \_\_\_\_\_

### Part III—Return completed form to the Office of the Registrar

Your major has officially been changed to \_\_\_\_\_ Anticipated graduation date: \_\_\_\_\_

Recorded by: \_\_\_\_\_ Date: \_\_\_\_\_ Emailed student & advisor: \_\_\_\_\_

If you have questions concerning your change of major, please contact the Office of the Registrar.