

**Request for an  
Addition/Change of Major or Minor  
Students with 90 or more units**

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

**Instructions**

1. Please type directly into each field.
2. Provide all documentation and obtain all required signatures or your request will not be returned.
3. Submit a personal statement on how the change/ addition of major or minor will affect your graduation. You can attach your personal statement or write it on the back of this form.
4. Submit this form to window "R"(Registrar) in the Student Services Center (SSC) after obtaining all signatures.

**IMPORTANT:** Newly admitted students may not apply for a change of major until the first day of instruction.  
The requirement term identifies the catalog year for your major requirements at San Jose State University.

SJSU ID \_\_\_\_\_ Last name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**Contact Information:** Phone# \_\_\_\_\_ E-mail Address \_\_\_\_\_

Current Major/Concentration: \_\_\_\_\_ Current Minor: \_\_\_\_\_

**Type of Degree Requested** e.g. BS, BA, BFA, please specify: \_\_\_\_\_

**Proposed Graduation Term/ Year:** \_\_\_\_\_

**Have you applied for graduation?** \_\_\_\_ Yes (or in progress) \_\_\_\_ No. If no, new major advisor's signature \_\_\_\_\_

**Attach Required Documentation:** \_\_\_\_\_ Printed name: \_\_\_\_\_

1.  Major/ Minor form(s) for current major/ minor and requested major/minor
2.  Personal Statement
3.  Copy of unofficial transcript printed from MySJSU
4.  Fill in the following information

\_\_\_\_\_ Earned Units (UE) from 2 year institution (If this number is 70 or above, please put 70)  
 \_\_\_\_\_ Earned Units (UE) from 4 year institution (other than SJSU)  
 \_\_\_\_\_ Earned Units (UE) from AP/IB scores, military credit, etc.  
 \_\_\_\_\_ Earned Units (UE) at SJSU  
 \_\_\_\_\_ TOTAL EARNED UNITS

For **approval** of your new or added Major/Minor, the following signature(s) is/ are required from your **new** Major/ Minor Department(s). This request is valid for one month after the date of the first signature.

**1. Check box(es) that apply to you:**

New Major & Requirement Term: \_\_\_\_\_ Major Advisor's or Chairperson's Printed Name/Signature/Date

Additional Major(Double Major) & Requirement Term: \_\_\_\_\_ Major Advisor's or Chairperson's Printed Name/Signature/Date

New Minor & Requirement Term: \_\_\_\_\_ Minor Advisor's or Chairperson's Printed Name/Signature/Date

Additional Minor(Double Minor) & Requirement Term: \_\_\_\_\_ Minor Advisor's or Chairperson's Printed Name/Signature/Date

**2.** \_\_\_\_\_ Department Chair/Director's Printed Name/Signature/Date  
**3.** \_\_\_\_\_ College Associate Dean's Printed Name/Signature/Date or H&A students should get the signature of Director, H&A Student Success Center