

Major/Certificate Declaration Form

(FOR MATRICULATED UNDERGRADUATE STUDENTS ONLY)

LAST NAME

FIRST NAME

EMPL ID (Required)

TELEPHONE

CF USER NAME

@myhunter.cuny.edu

1. Complete the Major approval form with your Major Department academic advisor.
2. All Major selections or change in major requirement term must be approved by an Academic Department representative.
3. Advisor(s): Please provide the appropriate CUNYfirst Plan (and SubPlan) Code(s) for the Major.
4. Transfer Students admitted with condition(s) to a BA Major must complete the back of this form (see Reverse)

DECLARATION OF A MAJOR (One transaction per request)

Already have a prior Bachelor's Degree? If yes, please specify Degree, Major and Institution where awarded.

If you are a Macaulay Honors student, check here:

ADD (please check one only)

- First Major _____
 Second Major _____
 Third Major _____

MAJOR/PLAN CODE (Required)

CONCENTRATION/SUB-PLAN CODE

Change in Major Requirement Term

Update to Major Catalog year (if applicable)

specify term _____

for major _____

Department approval required

DEGREE (Check the appropriate box): BA BS BFA BA-MA * (See Note below)

Other: _____

APPROVED BY:

DATE:

DELETE

Department approval not required

DEPARTMENTAL STAMP

I, the undersigned, understand that I will lose credits for courses not creditable toward the degree chosen, but will be financially responsible for them.

Student Signature

Date

* Note: Dual Degree (ex. BA-MA) students must pay Graduate Tuition Rate for Graduate courses once 120 credits have been completed. Please be advised that students may not declare a major for which they have already been awarded a degree.

You must declare a major once you have accumulated 60 credits. The first year you declare a major becomes your catalog year for that major. You must adopt the current catalog's requirements any time you declare, add or change your major(s), unless otherwise approved by the major department. Deadlines to file an Undergraduate Major for specific terms is listed in the Academic Calendar on the One Stop website.

Date Received

Initial

Date Processed

Initial