

SALVE REGINA UNIVERSITY

Academic Advising Office

Declaration of Major Form

Name: _____

Local: _____ (Street) _____ (City, State, Zip Code)

Permanent: _____ (Street) _____ (City, State, Zip Code)

E-mail Address: _____ Phone #: _____

DECLARATION PROCESS

Students must officially declare majors before earning 60 credits. To declare majors, the following procedures apply:

- Request an unofficial transcript from the Registrar’s Office.
- Schedule an appointment to meet with the applicable department chairperson.
- Return this completed form to the Academic Advising Office.

DEGREE INFORMATION

Student completes this section & attaches advising record from www.salve.edu/offices/acadvise/advisingrecords.cfm

Indicate major: _____

Indicate concentration (if applicable): _____

Indicate degree: Bachelor of Arts Bachelor of Science Bachelor of Arts & Science

Indicate one of the following: New Major Second Major Third Major

PELL VIA

GRADUATION REQUIREMENT INFORMATION

- I understand I must complete a minimum of 120 credits.
- I understand I may be required to supplement my core curriculum, major, and minor (if applicable) courses with elective courses in order to complete 120 credits.
- I understand I may complete a maximum of 8 one-credit workshops. I also understand a maximum of 4 of these may be PED courses. If I choose to take additional one-credit workshops, they will not be applied toward my minimum 120 credits.
- I understand I must complete a minimum of 10 community service hours. Completion of this requirement will be recorded as GST 111 Feinstein Enriching America on my academic transcript.
- I understand I must maintain a minimum 2.00 cumulative grade point average (GPA). Certain majors, however, require higher GPA’s. I am aware of the minimum cumulative GPA for my major.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Student completes this section after meeting with the applicable department chairperson.

- I have read, understand, and agree to complete the requirements for earning a degree in this major.
- I understand I must submit a new Declaration of Major form if I choose to change my major or declare an additional major and doing so may require additional semesters to complete my degree.
- I understand failure to satisfy the retention criteria for the department will result in my dismissal from the department.

Signature: _____ Date: _____

ADMISSION INTO DEPARTMENT

Department chairperson completes this section after meeting with student.

- I have reviewed with the student all the requirements for earning a degree in this major.
- I have discussed with the student both the admission and retention criteria for the department. **Current Cum GPA** _____
- I have assigned the following faculty member as this student’s advisor: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Signature of both department chairpersons required for Secondary Education and Special Education major.

Forward completed forms to the Academic Advising Office, Records Manager.

Attach Completed Advising Guide