

DECLARATION OF MAJOR/MINOR

ACADEMIC ADVISING & RETENTION CENTER

The undersigned hereby petitions for admission as a candidate for the

Associate of **Arts** **Science**

Bachelor of **Arts** **Science** **Fine Arts** degree with a

(Please Check Appropriate Box)

MAJOR in: _____

Concentration (if applicable): _____

MINOR in: _____

Semester Entered CUH: _____ Semester Declared Major: _____

PLEASE PRINT:

LAST FIRST ID Number

SIGNATURE DATE

ADDRESS CITY STATE ZIP CODE

HOME PHONE # / WORK PHONE # / CELL #

PRINT NAME OF ASSIGNED ADVISOR (TO BE FILLED IN BY THE DIVISION DEAN)

ACADEMIC ADVISING & RETENTION CENTER DATE

DIVISION DEAN DATE

PROVOST DATE

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- 1) This form must be submitted to the office of Academic Advising & Retention (AAR). AAR will then forward this form along with the program evaluation to the respective Division Dean.
 - 2) If the Division Dean accepts the student then the DOM form should be signed. The DOM form is then returned to AAR, who will present for review by the Provost. The program evaluation is kept on file with the Division Dean and/or assigned faculty advisor for future use. Once all signatures are obtained, the form is sent to the records department.
 - 3) If the Division Dean does not accept the student at that time, the DOM form is returned to AAR with an explanation. The AAR will then notify the student.