

Change of Undergraduate Major or Certification of Additional Programs and Plans

- Use this form to change majors, or to add / drop minors, additional majors, additional degrees, or certificates. (Use the separate [Certification for Post-Baccalaureate Student](#) form to certify students who already have a degree).
- To certify students into the first major on the Pullman campus, or to decertify students, contact CACD. For other campuses, contact the campus Registrar’s Office.
- Students are certified using the current year and term, which controls their academic requirements for graduation. If a different year and term is required, please provide that information in the “other notes” field at the bottom of the form.
- Students must be certified in all the academic programs /plans that they will be awarded at the time the degree is conferred.
- Provide department contact sign off information and return this form to the campus registrar’s office, via mail, email, or by fax.

Student Name _____ I.D. _____
Last, First Middle Initial

Below, provide the program/plan/subplan name or code as listed in zzusis (e.g., English, BA or P0070).

~ Requested Action ~

For Majors (for information, see [Rule 53](#) and [Rule 54](#)):

- Change Current Certified Major—From: _____ To: _____
 - With an Option in (if applicable): _____
 - For General Studies, additional options _____
 - Name of New Advisor: _____
- Add Additional Major in _____ with an Option in (if applicable) _____
 - Name of New Advisor: _____
- Drop Additional Major in _____

For Minors (see [Rule 54](#)):

- Add Minor in: _____
- Drop Minor in: _____

For Additional Degrees (see [Rule 118](#)):

- Add Additional Degree in _____ with a Major in _____
 - With an Option in (if applicable): _____
 - For General Studies, additional options _____
 - Name of New Advisor: _____
- Drop Additional Degree of _____

For [Undergraduate and Professional Certificates](#):

- Add Certificate in: _____
- Drop Certificate in: _____

~ Department Contact (required) – Please print or type name ~

Authorized departmental contact for changed or added programs /plans _____
Contact Email _____ Contact Phone _____ Date _____

Authorized departmental contact for dropped programs /plans _____
Contact Email _____ Contact Phone _____ Date _____

Other notes if needed: _____