

Bradley University

Changes to Academic  
Major/Minor

### **Adding/Deleting a Major**

If a student desires to change his/her major, the advisor for the major being deleted should initiate the appropriate paperwork. The Change of Major/Minor form is available in the departmental office or Dean's office. The student's name, ID number, current GPA and the major which the student is deleting should be coded on the form. After obtaining the signature of the academic advisor, the student needs to take the form to the Dean's office for approval to delete the major.

Then the student should take the form to the department chair for the major the student wishes to add for his/her approval. The appropriate major and college codes should be added and the student should be informed whether or not they meet the requirements to add the major. The form should then be directed to the Dean's office for approval and the copies should be routed to the appropriate offices. The Dean's office sends the form to the Registrar's Office where the change is made on the student's official record. The student's folder should be sent to the college office of the new major.

### **Adding a second major**

Students may enroll in a second or third major. An advisor for each major will be assigned to the student. This creates an advising challenge in order to coordinate the college and departmental requirements for each major.

### **Adding a minor**

Bradley University offers a number of minors. The requirements are identified in the Bradley University Undergraduate Catalog. Advisors should suggest minors that will enhance the student's academic experience. Advisors of the student's major should sign the Change of Major/Minor form and then direct the student to the department chairperson of the intended minor for requirements of the minor. The Change of Major/Minor form needs to be completed by the advisor of the minor and then forwarded to the Dean's office for approval and then the Registrar's Office. (See "Majors, Concentrations, and Minors" in the Academic Regulations section of the Undergraduate Catalog, p. 39).

Students who have completed the requirements for his/her major may, with the approval of the Dean of the college, complete additional majors or minors after graduation. They must delete the additional major/minor at graduation and add the major/minor upon completion of the work.