

CHANGING A MAJOR

Incoming first-year students who want to change their major before the start of their first semester may initiate the major change process with the Academic Success Office (<https://academiccommons.buffalostate.edu>). First-year students who want to change their major after the start of their first semester may initiate the major-change process by contacting the department office of the new major to gain the approval of the department chair. Continuing students who want to change their major may initiate the major change process by contacting the department office of the new major to gain the approval of the department chair.

If the department chair of the new department approves the change, an Undergraduate Change or Commit Form (<https://registrar.buffalostate.edu/sites/registrar.buffalostate.edu/files/uploads/Documents/forms/MajorChangeForm.pdf>) for Major, Certificate, Minor, Second Major, Dual Degree will be forwarded to the Registrar's Office for recording. Change requests should be made at least four weeks before registration for the next semester to allow students to register for courses in the new major. Departments may refuse a student's request for acceptance to a major based on published requirements and prerequisites.

A student on probation will not be permitted to transfer to a new major without the approval of the associate dean of the new major.

Refer to DOPS Policy 1:06:02 (<http://bscintra.buffalostate.edu/dops/policysect1/010602.pdf>).