



**PROGRAM CHANGE or DECLARATION  
re: FACULTY, MAJOR/MINOR, DIPLOMA**

PLEASE FILL OUT THE SECTIONS BELOW AS APPROPRIATE

UPEI ID# \_\_\_\_\_ E-mail: \_\_\_\_\_ Name: \_\_\_\_\_

**A. Declaration or Change of Major/Minor**

I am a *current* student at UPEI in the **Faculty or School** of \_\_\_\_\_ and wish

to declare

to replace or delete my earlier declaration with

to add to my earlier declaration the following academic specializations

Major (1) \_\_\_\_\_ Major (2) \_\_\_\_\_

Minor (1) \_\_\_\_\_ Minor (2) \_\_\_\_\_

Notes: 1. major must be declared if finished 2<sup>nd</sup> year at time of submission; minors are optional; 2. Business and Psychology majors must pass requirements to continue into 3<sup>rd</sup> yr (see Calendar).

**B. Intent to pursue a Diploma or Certificate**

I am a *current* student at UPEI and I wish to declare pursuit of the following *within* my program of study:

**Certificate** in \_\_\_\_\_  **Diploma** in \_\_\_\_\_

**C. Change to another Faculty**

I am a *current* student at UPEI in the **Faculty or School** of \_\_\_\_\_ and I wish to transfer to:

**Arts**       **Science**       **Business**

I am aware of the admission requirements and/or the academic regulations with regard to electives and maximum number of introductory level courses which will affect my major, minor, faculty change, or new program. **Please include a copy of your degree audit to expedite processing.**

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(Date)

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(Student Signature)

**(FOR OFFICE USE ONLY)**

Faculty changes forwarded to Assistant Registrar on \_\_\_\_\_ (date) for:

- Faculty stats assessment, or
- reviewing/approving change of Faculty, or
- contacting the student regarding problems with this request.

All other changes forwarded to the Records Officer on \_\_\_\_\_ (date) for:

- entering changes on the student record
- cc to Dean or Department Head, **and**
- placing form in student's file

Above actions taken by \_\_\_\_\_ (initials) on \_\_\_\_\_ (date); copy placed in student's file.