KEENE
STATE COLLEGE

Declaration Form

_____	_____	_____
Last Name	First Name	Middle Name/initial
_____	_____	
Student ID#	Student Email Address	

Instructions: Please read carefully to aid in proper processing of your request

1. Indicate **First Declaration of Major** if you are currently Undeclared. Indicate **Addition to Current Programs** if adding additional major/minor. Indicate **Change Of...** if changing major, catalog year, or advisor. If dropping a major/minor, please indicate what is being dropped in the REMOVE section.

2. In section 1: Indicate any degrees or majors you are adding. Use section 2 if you're adding more than one program on this form.

3. **Adding/Changing a degree, major and/or advisor requires an advisor signature.**

    To submit form: print, sign, secure advisor's signature and drop off to Registrar's Office **or** save PDF file and have **advisor** submit through the Declaration of Major & Advisor upload portal on the Registrar's Forms page.

Choose one: **First Declaration of Major**   **Addition to Current Programs**   **Change of**
(only use this option if you are currently undeclared)

Section 1:

Choose one: Adding first or additional degree   Adding additional major
(2 or more **degrees** require **144** credits minimum to graduate)   (2 or more **majors** require **120** credits minimum to graduate)

_____   _____   _____   _____
Degree   Major   Option/specialization   Catalog Year

_____   _____
Faculty Advisor (printed)   Faculty Advisor signature

Section 2:

Choose one: Adding additional degree   Adding additional major
(2 or more **degrees** require **144** credits minimum to graduate)   (2 or more majors require **120** credits minimum to graduate)

Additional major   Additional option/specialization

Faculty Advisor (printed)   Faculty Advisor signature

Section 3:

Minor 1   Minor 2   Minor 3

Remove:

_____   _____   _____
Major(s) to be removed   Minor(s) to be removed   Advisor(s) to be removed

Please provide any explanations in the box above you feel necessary if what you have indicated on the form isn't enough or if you are not sure you filled it out correctly.

Student Signature   Signature Date

For Office use only: Completed: Initials: New student: SGRD: PGEC: