

Major Change Request Format

Date: _____

From: MIDN ___/C_____ Alpha: _____

To: Associate Provost for Academic Affairs

Subj: REQUEST FOR A CHANGE OF MAJOR

Via: (1) Academic Adviser _____
(2) Company Officer _____
(3) Senior Adviser or Chair of Current Major _____
(4) Senior Adviser or Chair of Proposed Major _____

Encl: (1) My Current Major Matrix (from MIDS)
(2) My Proposed Major Matrix (from MIDS)
(3) Senior Academic Adviser Endorsement

1. I request to change my major from _____ to _____,
because _____

2. I recognize that, at the end of any semester, if I am 2 or more courses behind in my major, I will be separated from the Naval Academy unless retained by the Academic Board.

3. I have identified the deficiencies and course sequencing necessary for the major change and this major change will not impede my ability to graduate on-time.

4. I _____(do / do not) request voluntary with preference summer school, which is in lieu of leave to get caught up with my matrix.

5. If I am making this request before the Drop Date of the Fall 3/C semester, I request early consider consideration because _____

6. I'm prepared to attend the Advisory Boards (dates are consistent with the Academic Boards dates on the Academic Calendar), if necessary, to meet with the Senior Academic Adviser of my new major to ensure scheduling (courses, adviser, and major) are changed and (if needed) I am added to summer school in lieu of leave.

7. I have attached my current and proposed major matrices.

Very respectfully,

MIDN, USN

Enclosure (1)