MAJOR CHANGE REQUEST FORM

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) MIDRECC
     (4) Senior Academic Adviser Endorsement Form

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)
SENIOR ACADEMIC ADVISER ENDORSEMENT FORM

Date:________

From: Senior Adviser, Major
To: Associate Provost for Academic Affairs

Subj: SENIOR ACADEMIC ADVISER ENDORSEMENT FORM FOR MIDN

1. Forwarded, recommending ______________ (approval / disapproval).

2. Most recent CQPR: _______________

3. Academic issues discussed relative to major change:

4. Registration Changes.
   a. Drop:
   b. Add:

5. Summer School ______ (is / is not) required. If so, course recommended (will be in voluntary with preference status):

6. Progress on new major matrix (#/#), list number of courses behind.

7. List specific pre-requisite or course sequencing constraints.

8. New Adviser information:
   a. Adviser:
   b. Office:
   c. Phone:
   d. Email

9. Additional comments: