

Major/Minor/Concentration Change Form

Butler University students can utilize the major/minor declaration form to request to add, drop, or change their major(s), minor(s), and/or concentration(s).

Navigating to the Major/Minor Declaration Form

1. Open the major/minor declaration form at [Kuali Major/Minor Change Form](#)
2. The major/minor form will open. Student EMPLID, First Name, Last Name, student email, and Current College of Enrollment all pre-populate.

Completing the Form

1. Enter your academic advisor's email address (can enter more than one here).
2. Select Academic Change Details. Only one request may be submitted at a time. Enter the item to be changed, the action, and the requirement term you want to follow.
3. Click **Sign Form** to acknowledge the change being submitted.

Change a primary major

1. Select item to be changed and select an action of **change**.
2. Select the desired major under **New Primary Major** drop down
3. Check the licensure acknowledgement box (if applicable)
4. **Sign this form** to acknowledge the change being submitted
5. Click **Submit** to submit the request for review and approval.

Change a secondary major/minor/subplan

1. Select item to be changed and select an action of **change**.
2. Select the desired major under **New Primary Major** drop down
3. Check the licensure acknowledgement box (if applicable)
4. **Sign this form** to acknowledge the change being submitted.
5. Click **Submit** to submit the request for review and approval.

Add/drop a Second Major

1. Select Secondary Major as item to be changed with the action of ADD or DROP.
2. Choose the secondary major to be added/dropped
3. **Sign this form** to acknowledge the change being submitted
4. Click **Submit** to submit the request for review and approval.

Drop a Minor

1. Select minor as item to be changed with an action of DROP.
2. From the drop-down menu, select your minor(s) to drop.
3. You can drop as many minors you have by selecting **+add another**
4. click **Sign this form** to acknowledge the change being submitted.
5. Click **Submit** to submit the request for review and approval.

Add a Minor

1. Select the minor you wish to add. For ease of searching, begin typing the name of the minor.
2. You may add multiple minors by selecting **+add another**
3. click **Sign this form** to acknowledge the change being submitted.
4. Click **Submit** to submit the request for review and approval.

Adding/Dropping/Changing a Subplan/Concentration/Track

1. Select Subplan as item to be changed with an action of Add/Drop/Change
2. Select Subplan type
3. Select the subplan drop down
4. click **Sign this form** to acknowledge the change being submitted.
5. Click **Submit** to submit the request for review and approval.

Submission

Upon submission, please allow 3-5 business days for departmental and approver reviews.

Approval Process

- The college that owns the major will ensure that your request meets all necessary requirements.
- Upon final approval, Registration & Records will add the major or minor to your record. The department will select an advisor to be assigned after the change has been made.

Requests Sent Back

At any point in the process, an approver may send the form back to you for updates. If a request is sent back to you, you will receive an automated email message from the workflow system. Click View Item to access the form and make any necessary changes.