

Degree Major Change Form

NOTE: You must first save this form to your hard drive and open it in Adobe Acrobat for the fillable portions to retain what you type into them. Please name your file LASTNAME Major Change
 This form is to be used for changes in a student's official major within music, including leaving Crane. Please use the Degree Minor/Concentration Change Form for changes within the music minor or concentration.

Student Completes This Part

Date	Last Name	First Name	PID#
_____@potsdam.edu	_____	_____	
BearMail Address	Performance Area(s), ex. Voice, flute, etc.	Current Major(s)	
_____	Is this major being added or dropped?	ADD	DROP
Changed Major			
_____	Is this major replacing an existing major?	YES	NO
If yes, what major is it replacing? _____			
Are you keeping an existing major?			
If yes, major are you keeping? _____			

Are you leaving The Crane School of Music? YES NO

If you are leaving The Crane School of Music, please sign this form and request an appointment with the Associate Dean of Music when you submit the form.

After completing the upper portion, please email this form to Associate Dean David Heuser at heuserdd@potsdam.edu who will gather the necessary faculty approvals.

_____	Approval	YES	NO
Chair Changed Major, printed name			
_____	Approval	YES	NO
Chair Existing Major, printed name			
_____	Approval	YES	NO
Studio Teacher, printed name			
_____	Approval	YES	NO
Advisor, printed name			

For Office Use Only

Assoc. Dean _____	Date _____	New Advisor (if necessary): _____
Banner _____	Date _____	
DBS _____	Date _____	

Email Notification to Studio Teacher, Advisor, Department Chairs & Secretaries, and Scheduling Office