MARSHALL UNIVERSITY OFFICE OF GRADUATE RECORDS & ADMISSIONS

100 Angus E. Peyton Drive · South Charleston, WV 25303-1600 · 304-746-1900 · 800-642-9842 x61900 · Fax 304-746-1902

AREA OF EMPHASIS CHANGE FORM

Please use this form when requesting a change to a new Area of Emphasis within your Academic Major

**PLEASE NOTE**: This form may **NOT** be used to change to a new major. Any student applying to a new major will need to complete a new *Graduate Application for Admission*, and submit all required admission materials for the new major, including the application fee. You may apply online or print an application at [www.marshall.edu/graduate or call 304-746-1900](http://www.marshall.edu/graduate%20or%20call%20304-746-1900) to request an application. Also note: This form is not needed when a student declares an initial area of emphasis when developing an initial plan of study with the advisor.

PLEASE PRINT CLEARLY—THANK YOU

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MU ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other name you have used while attending Marshall: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Check if address is new

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Preferred Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If approved, you will be notified by email once the change is made.

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Current Major and Area of Emphasis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# New Area of Emphasis (*Must be within current Major*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments:

 **NOTE: It is the student’s responsibility to meet with his or her advisor to develop or amend the plan of study.**

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature Required—*Agrees to meet with advisor regarding plan of study* Date

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Required for New Area of Emphasis

 (Program Director or Dean/Department Chair)

New Advisor (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To be completed by department if an advisor change is necessary due to area of emphasis change.

FOR OFFICE USE ONLY: \_\_ Fall \_\_ Spring \_\_ Summer Year: \_\_\_\_\_\_\_ MAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 UGPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 GGPA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GMAT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_ Notified student and new advisor by email that change has been made on \_\_\_\_\_\_\_\_\_\_\_\_\_ (date)

 Form updated 10/25/2010