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| **MAJOR OR MINOR****DECLARATION FORM** |

**Office of the Registrar**

**GENERAL DIRECTIONS**:

1. Complete Part 1 of this form, supplying all of the information requested. Use only one form per major or minor.

2. If you are declaring an initial major, e-mail this completed form to your pre-major advisor to sign off on the Educational Plan in the appropriate space. Ask him/her to e-mail the signed form to the Registrar at registrar@knox.edu.

3. Also e-mail this completed form to the appropriate department or program chair whose signature is required below and ask him/her to e-mail the signed form to the Registrar at registrar@knox.edu.

**PART 1: STUDENT SECTION**

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| **ID #:** Enter ID number here. | **Name of Student:** Enter name here. | **Date:** Select today’s date. |
| **Name of Student’s Current Advisor:** Enter current advisor here. |

**I am** (*please check one and only one box and fill in appropriate information*)**:**

 Declaring an initial major in: Enter major here.

Educational Plan Approved.

**Signature of pre-major advisor:** Advisor sign here.

 Changing my major from: Enter current major here. to Enter new major here.

 **Department chair’s signature** (for dropped major)**:** Department Chair sign here.

 **Date:** Select today’s date.

 Adding a second major in: Enter second major here. My first major is: Enter first major here.

 Adding a minor in: Enter minor here.

 Dropping my major in: Enter major here. (Part 2 does not need to be filled out for this option.)

 **Department Chair’s signature** (for dropped major)**:** Department Chair sign here.

 **Date**: Select today’s date.

Dropping my minor in:Enter minor here. (Part 2 does not need to be filled out for this option.)

 **Department Chair’s signature** (for dropped minor)**:** Department Chair sign here.

 **Date:** Select today’s date.

**PART 2: CHAIR’S SECTION OF THE NEWLY DECLARED MAJOR OR MINOR**

**The student’s new advisor will be:** Enter new advisor here.

**New major/minor chair’s signature:** Major Chair sign here. **Date:** Select today’s date.