

Declaration Form

Last Name	First Name	Middle Name/initial
Student ID#	Student Email Address	

Instructions: Please read carefully to aid in proper processing of your request

1. Indicate **First Declaration** (you are currently undeclared), **Addition to previous declaration** (adding to programs you already have), **OR** if it is a change. **If it is a change**, please also fill out what is being deleted in the DELETE section.
2. List any degrees or majors you are adding in section 1. Use section 2 if you're adding more than one program on this form.
3. Adding degrees, majors, and/or advisors require advisor consent. Please save this form as a .pdf and email it to your advisor. Advisors should then forward their approval with the form to kscregistrar@keene.edu
4. If only adding a minor, dropping a program, or changing your catalog year, please forward directly to kscregistrar@keene.edu once completed as no advisor consent is required.

Choose one:
 First Declaration of Major
(only use this option if you are currently undeclared)

 Addition to current programs

 Change of

Choose one: Adding first or additional degree (2 or more degrees require 144 credits minimum to graduate)	Adding additional major (2 or more majors require 120 credits minimum to graduate)
Section 1:	
Degree	Major
Option/specialization	Catalog Year
Faculty Advisor (printed)	Faculty Advisor signature

Choose one: Adding additional degree
(2 or more **degrees** require **144** credits minimum to graduate)

 Adding additional major
(2 or more **majors** require **120** credits minimum to graduate)

Section 2:

Additional major Additional option/specialization

Faculty Advisor (printed) Faculty Advisor signature

Section 3:	Minor 1	Minor 2	Minor 3
-------------------	---------	---------	---------

Delete:

Major(s) to be deleted

 Minor(s) to be deleted

 Advisor(s) to be deleted

Please provide any explanations in the box above you feel necessary if what you have indicated on the form isn't enough or if you are not sure you filled it out correctly.

Student Signature

Signature Date

For Office use only:
 Completed:
 Initials:
 New student:
 SGRD:
 PGEC: