

Major/Minor Declaration/Change and Request to Change Expected Graduation Term

Undergraduate students can utilize the major/minor declaration form to request to add, drop, or change their major(s) and/or minor(s) and/or change their expected graduation term.

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Navigating to the Major/Minor Declaration Form

1. Open the major/minor declaration form at <https://vanderbilt.kualibuild.com/app/65579d8f32976c013b0ef885/run>.
2. The major/minor form will open. Student EMPLID, First Name, Last Name, VUnetID, and Current Class all will pre-populate.

EMPLID	First Name	Last Name	VUnetID	Current Class

Completing the Form

1. Select your program/college from the drop-down menu.

Select your program/college: *

College of Arts & Science

2. Select the applicable action for your request. Only one request may be submitted at a time, although if a change to your major or minor requires a change to your expected graduation term, you will be able to request both changes at the same time.

Action

Only one change may be submitted at a time. Students will need to submit this form multiple times to make multiple changes.

Please select an action below: *

☐ I would like to DROP a major.

☐ I would like to ADD a major.

☒ I would like to DROP and ADD a major.

☐ I would like to DROP a minor.

☐ I would like to ADD a minor.

☐ I would like to DROP and ADD a minor.

☐ I would like to request NO CHANGE to my majors or minors, but would like to request a change to my expected graduation term.

3. Indicate whether the requested change will necessitate a change to your expected graduation term. Your current expected graduation term is provided for reference. If you select Yes, you will be prompted to enter the new expected graduation term that you are requesting.

Expected Graduation Term

With these changes to your academic record, should your expected graduation term be altered? *

☒ Yes
☐ No

Your expected graduation term:
2024 Spring

What is your new expected graduation term (subject to school review and approval)? *

4. Add any Comments that you would like to be seen by administrators/reviewers.

Comments:

5. Click Next to move to the next section of the request form.

Actions

Back

Next

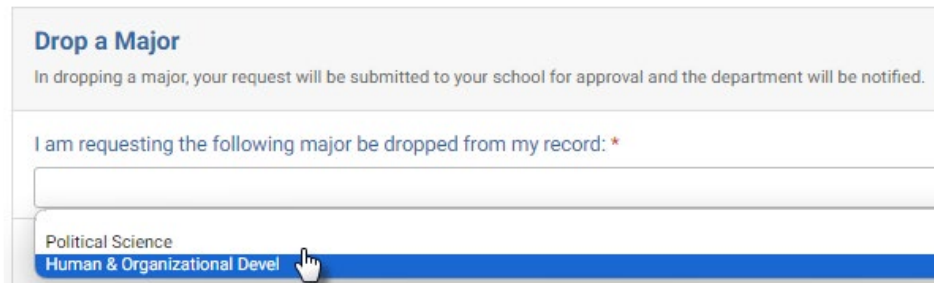
Submit

Save

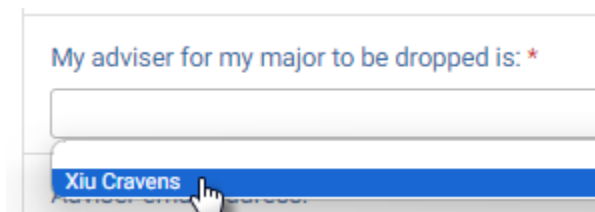
Discard

Drop a Major

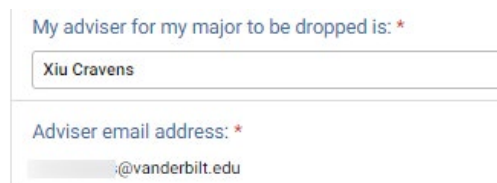
1. From the drop-down menu, select the major you wish to drop from your record.



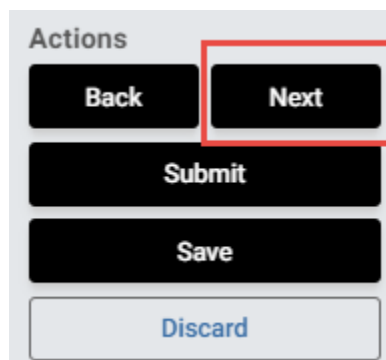
2. From the drop-down menu, select the adviser for the major you are requesting to drop.



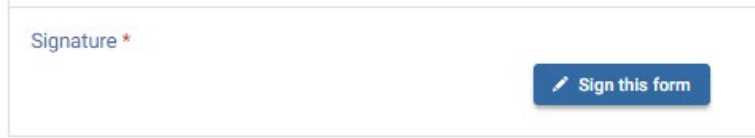
3. The adviser's email address will populate automatically.



4. Click Next.



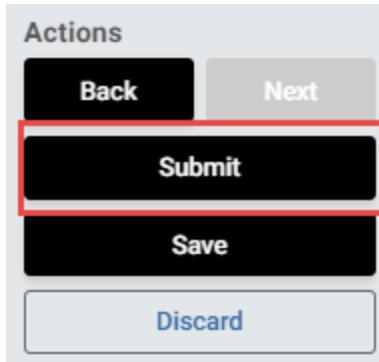
5. Read the policies specific to your home school and click “Sign this form” to acknowledge you have read and understand them.



Signature *

 Sign this form

6. Click Submit to submit the request for review and approval.



Actions

Back Next

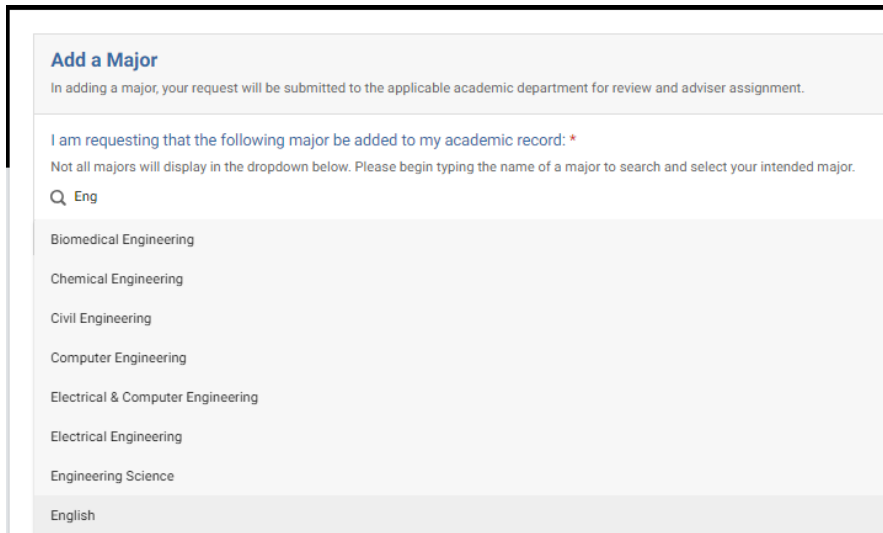
Submit

Save

Discard

Add a Major

1. Select the major you wish to add. For ease of searching, begin typing the name of the major.



Add a Major

In adding a major, your request will be submitted to the applicable academic department for review and adviser assignment.

I am requesting that the following major be added to my academic record: *

Not all majors will display in the dropdown below. Please begin typing the name of a major to search and select your intended major.

Q Eng

- Biomedical Engineering
- Chemical Engineering
- Civil Engineering
- Computer Engineering
- Electrical & Computer Engineering
- Electrical Engineering
- Engineering Science
- English

2. If required, you will be prompted to select a concentration.

A major of English also requires a declaration of a program of concentration. Please select one of the following: *

Program I: Literary Studies

Program II: Creative Writing

Program III: Critical Studies

3. Click Next.

Actions

Back Next

Submit

Save

Discard

4. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

Sign this form

5. Click Submit to submit the request for review and approval.

Actions

Back Next

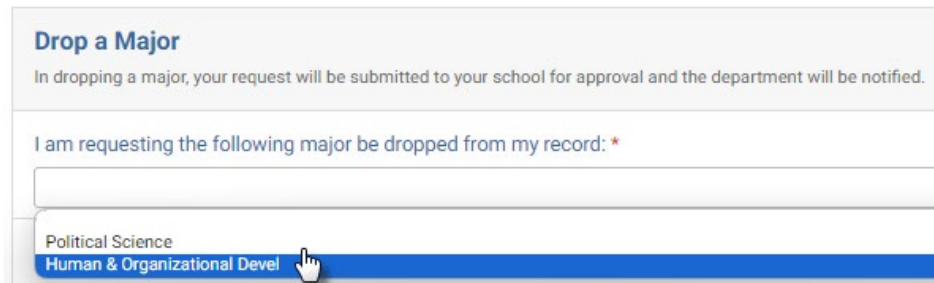
Submit

Save

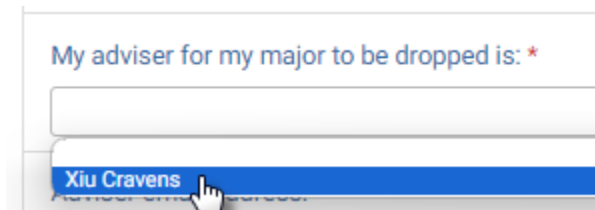
Discard

Drop and Add a Major

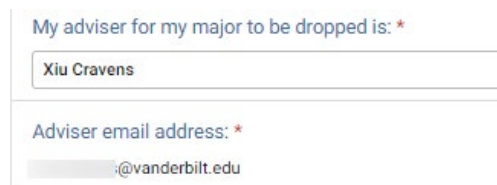
1. From the drop-down menu, select the major you wish to drop from your record.



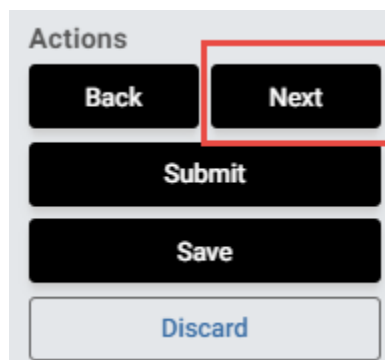
2. From the drop-down menu, select the adviser for the major you are requesting to drop.



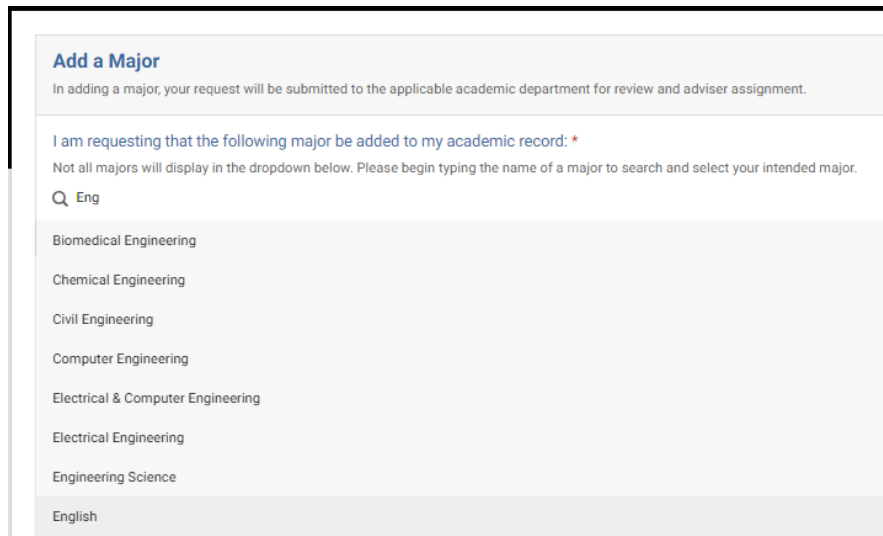
3. The adviser's email address will populate automatically.



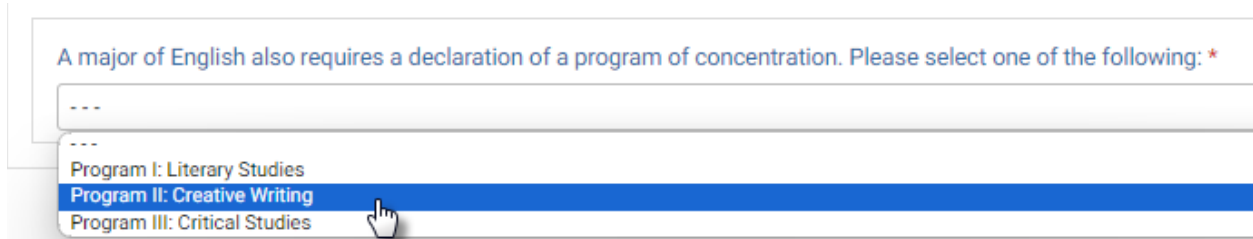
4. Click Next.



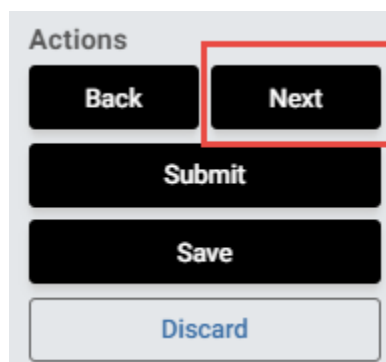
5. Select the major you wish to add. For ease of searching, begin typing the name of the major.



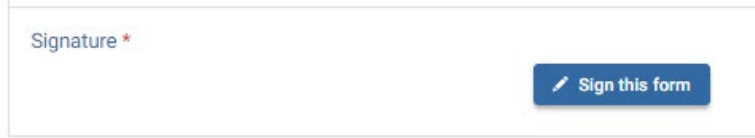
6. If required, you will be prompted to select a concentration.



7. Click Next.



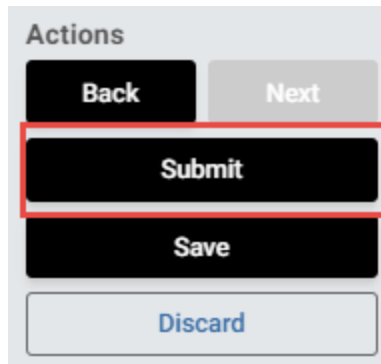
8. Read the policies specific to your home school and click “Sign this form” to acknowledge you have read and understand them.



Signature *

 Sign this form

9. Click Submit to submit the request for review and approval.



Actions

Back Next

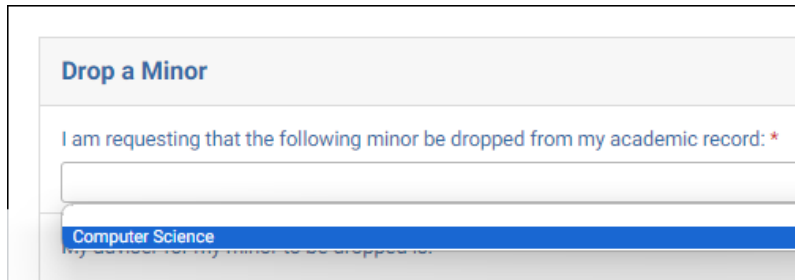
Submit

Save

Discard

Drop a Minor

1. From the drop-down menu, select the minor you wish to drop from your record.

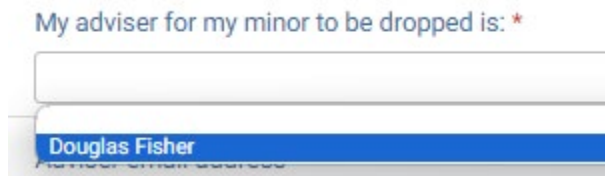


Drop a Minor

I am requesting that the following minor be dropped from my academic record: *

Computer Science

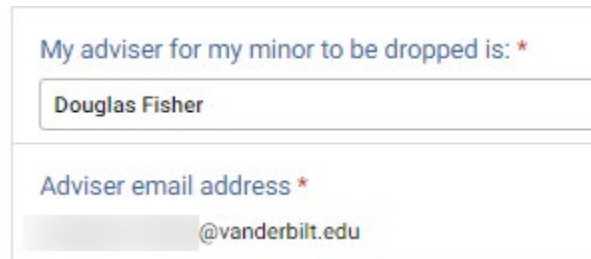
2. From the drop-down menu, select the adviser for the minor you are requesting to drop.



My adviser for my minor to be dropped is: *

Douglas Fisher

3. The adviser's email address will populate automatically.



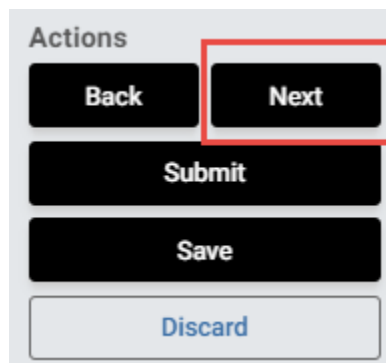
My adviser for my minor to be dropped is: *

Douglas Fisher

Adviser email address *

@vanderbilt.edu

4. Click Next.



Actions

Back Next

Submit

Save

Discard

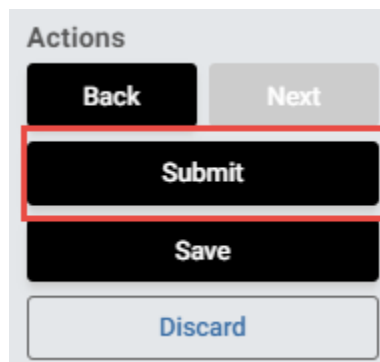
5. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.



Signature *

Sign this form

6. Click Submit to submit the request for review and approval.



Actions

Back Next

Submit

Save

Discard

Add a Minor

1. Select the minor you wish to add. For ease of searching, begin typing the name of the minor.

Add a Minor

In adding a minor, your request will be submitted to the applicable academic department for approval and assignment of a minor adviser.

I am requesting that the following minor be added to my academic record: *

Not all minors will appear in the dropdown below. Please begin typing the name of a minor to search and select your intended minor. Be advised that some titles have been abbreviated.

Q eng

- Computer Engineering
- Electrical & Computer Eng
- Electrical Engineering
- Engineering Management
- English

2. Click Next.

Actions

Back

Next

Submit

Save

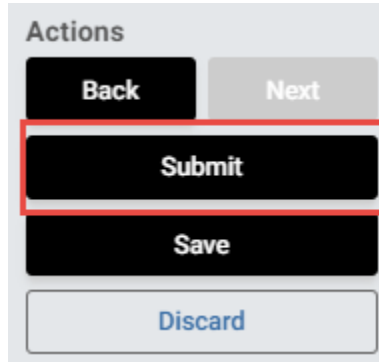
Discard

3. Read the policies specific to your home school and click "Sign this form" to acknowledge you have read and understand them.

Signature *

Sign this form

4. Click Submit to submit the request for review and approval.



Actions

Back Next

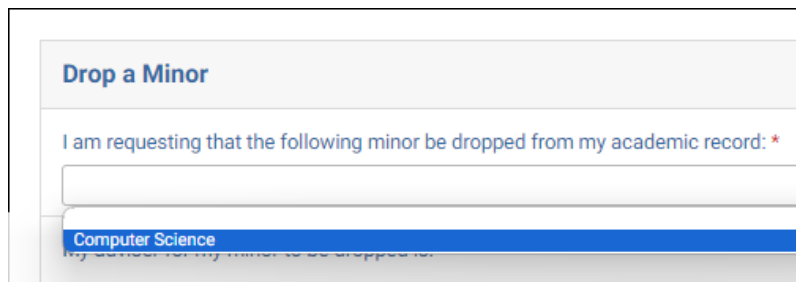
Submit

Save

Discard

Drop and Add a Minor

1. From the drop-down menu, select the minor you wish to drop from your record.

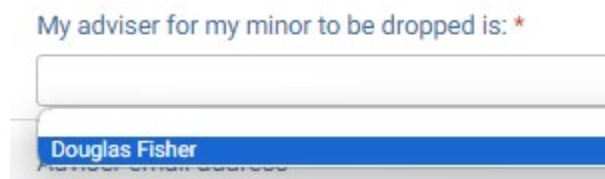


Drop a Minor

I am requesting that the following minor be dropped from my academic record: *

Computer Science

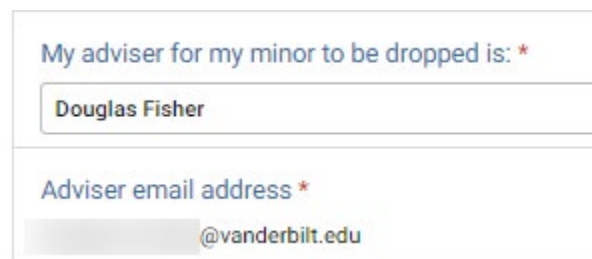
2. From the drop-down menu, select the adviser for the minor you are requesting to drop.



My adviser for my minor to be dropped is: *

Douglas Fisher

3. The adviser's email address will populate automatically.



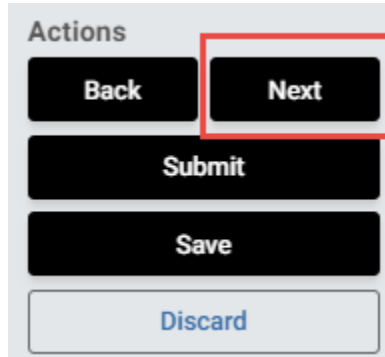
My adviser for my minor to be dropped is: *

Douglas Fisher

Adviser email address *

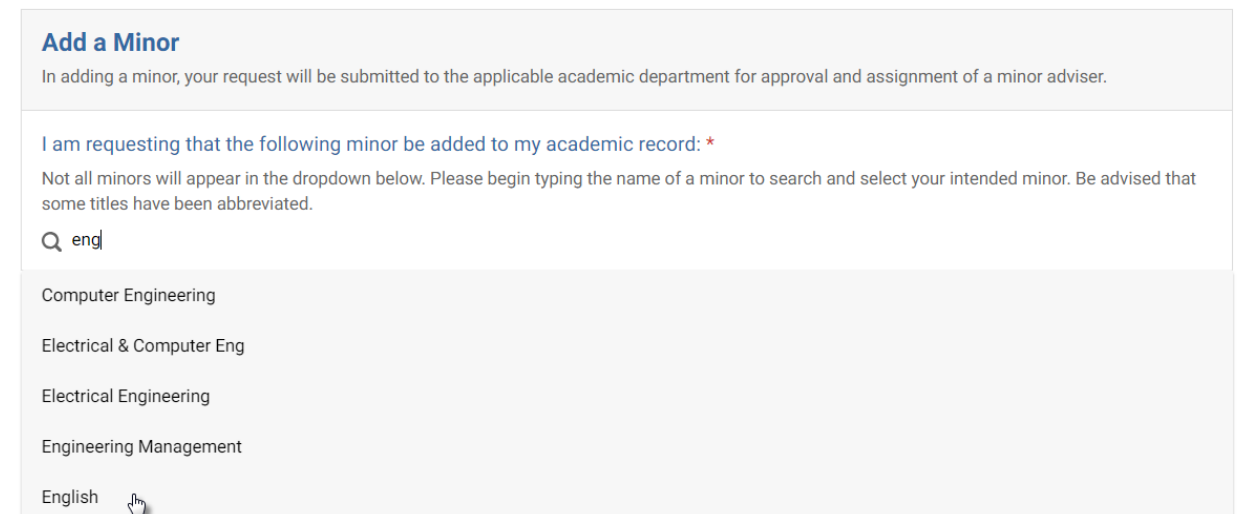
@vanderbilt.edu

4. Click Next.



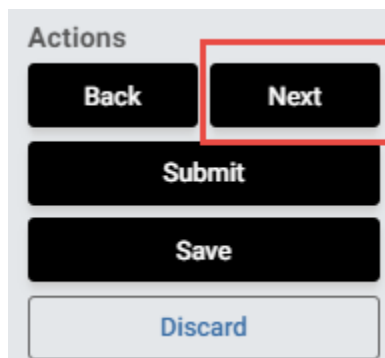
The screenshot shows a vertical stack of buttons under the heading "Actions". The buttons are: "Back", "Next", "Submit", "Save", and "Discard". The "Next" button is highlighted with a red rectangular box.

5. Select the minor you wish to add. For ease of searching, begin typing the name of the minor.



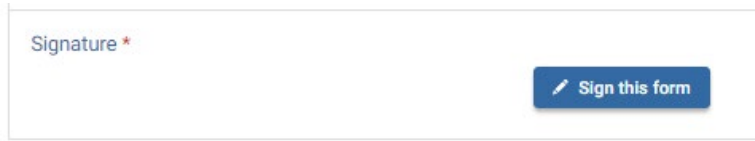
The screenshot shows a form titled "Add a Minor". Below the title is a note: "In adding a minor, your request will be submitted to the applicable academic department for approval and assignment of a minor adviser." Below this is a text input field with the placeholder text "I am requesting that the following minor be added to my academic record: *". Below the input field is a search bar with the text "Q eng". Below the search bar is a list of minors: "Computer Engineering", "Electrical & Computer Eng", "Electrical Engineering", "Engineering Management", and "English". A mouse cursor is pointing at the "English" option.

6. Click Next.



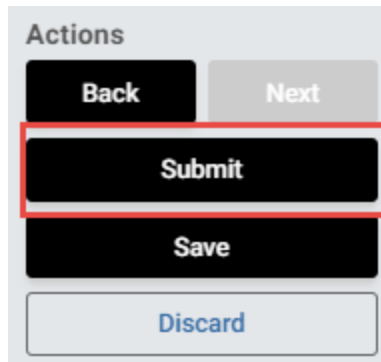
The screenshot shows a vertical stack of buttons under the heading "Actions". The buttons are: "Back", "Next", "Submit", "Save", and "Discard". The "Next" button is highlighted with a red rectangular box.

7. Read the policies specific to your home school and click “Sign this form” to acknowledge you have read and understand them.



A signature field with a red asterisk indicating it is required. To the right of the field is a blue button with a pencil icon and the text "Sign this form".

8. Click Submit to submit the request for review and approval.



An "Actions" menu containing five buttons: "Back" (black), "Next" (gray), "Submit" (black, highlighted with a red border), "Save" (black), and "Discard" (light gray).

Submission

Upon submission, you will receive an email indicating receipt of your form. Please allow 7-10 business days for departmental and school reviews. You will receive additional notifications upon approval.

NOTE: For students in the College of Arts and Science, major and minor declarations and changes will not be processed for a five-week period around registration each semester. Dates are listed in the undergraduate academic calendar. Please contact your school's Office of Academic Services if you have questions.

Approval Process

Requests to add a major or minor:

- The departmental administrator for the department or program that owns the major or minor you wish to declare. The departmental administrator will select an adviser to be assigned during this stage.
- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will add the major or minor to your record. You will receive notification once this occurs.

Requests to drop a major or minor:

- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will drop the major or minor to your record. You will receive notification once this occurs.

Requests to change expected graduation term:

- Your school's Office of Academic Services will ensure that your request meets all necessary policy requirements.
- Upon final approval, the Office of the University Registrar will update your expected graduation term. You will receive notification once this occurs.

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.

Subject: An item has been sent back to you



Hello [redacted],

An item has been sent back to you in the following app:

Major/Minor

[View Item](#)

Notifications

Notifications about the major/minor declaration process will be sent as follows:

- You will receive email notification when you submit the request.
- You will receive email notification if your request is denied for any reason.
- You will receive email notification if your request is sent back to you for any reason.
- You, the departmental administrator, and your new adviser will receive email notification if your request is approved, once the action has been processed.



Please contact the YES Help Line at yes@vanderbilt.edu or 615-343-4306 if you have questions or need additional assistance.