

## Undergraduate Double Major Authorization

### Instructions

In order to complete a double major, undergraduate students must complete this form, including all required signatures. Authorization of a double major requires review and approval by the department heads from both degree programs. To be effective for a given term, Undergraduate Double Major Authorizations must be submitted to the Office of the Registrar by the end of the Add/Drop period. This form will become part of the student's permanent record.

**General Information**

Please Type

University ID Number: \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Contact Information

Day \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_ Cell \_\_\_\_\_ / \_\_\_\_\_ - \_\_\_\_\_

**Double Major Authorization or Removal**

Add a Double Major

Remove a Previously Authorized Double Major

Be advised that a full understanding of all guidelines governing double majors should be obtained prior to authorizing a double major. **Because a double major leads to a single Bachelors degree, each of the two majors must be associated with the same degree type** (i.e., both BS degrees or both BFA degrees). The full text of RIT's double major policy can be found in the Governance Program Library (D 01.2).

**Effective Term** \_\_\_\_\_  
 (This will also serve as the requirement term for the second major)

<p><b><u>PRIMARY MAJOR</u></b></p> <p>ACADEMIC PROGRAM _____</p> <p>ACADEMIC PLAN - MAJOR _____</p> <p>ACADEMIC SUB-PLAN 1 _____</p> <p>ACADEMIC SUB-PLAN 2 _____  <small>Used when this student has an option in a BS/MS</small></p> <p>CAMPUS _____  <small>Used for global campuses only</small></p>	<p><b><u>SECOND MAJOR</u></b></p> <p>ACADEMIC PROGRAM _____</p> <p>ACADEMIC PLAN - MAJOR _____</p> <p>ACADEMIC SUB-PLAN 1 _____</p> <p>ACADEMIC SUB-PLAN 2 _____  <small>Used when this student has an option in a BS/MS</small></p> <p>CAMPUS _____  <small>Used for global campuses only</small></p>
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**Required Signatures**

**Important Note:**  
 Current federal and state financial aid regulations do not permit extensions of aid eligibility due to the additional unique credits required. There are different eligibility requirements for federal, state, and university scholarships, grant and loan programs. By signing below the student is assuming the responsibility of meeting with his or her financial aid counselor to confirm the end date of eligibility in comparison with the date of anticipated degree completion.

**Student**

Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Primary Major Department Approval:**

Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Secondary Major Department Approval:**

Print \_\_\_\_\_ Email \_\_\_\_\_@rit.edu

Sign \_\_\_\_\_ Date \_\_\_\_\_

**Registrar's Office Use Only**

Date Received \_\_\_\_\_ Date Processed \_\_\_\_\_

Program/Plan updated \_\_\_\_\_ Processed by \_\_\_\_\_

Date returned due to missing information \_\_\_\_\_ Term \_\_\_\_\_

**Distribution:** Please keep a copy for your records. Return original to the Registrar's Office, EAS, room 1202.