

Instructions for Students:

1. Use Adobe Acrobat or Reader to fill out this form.
2. Save as a .pdf named: "<Your Last Name>,<First Initial>_<Your Student ID>".
3. Contact the department/program adviser or director of undergraduate studies.

Instructions for Department/Program:

1. Review the student's information and follow up with them if necessary.
2. Digitally sign the form and save it.
3. Email completed and approved form to: **wcas-forms@northwestern.edu**

First Name: _____ Last Name: _____ Student ID: _____

Net ID: _____ NU Email: _____@u.northwestern.edu

Home School: _____ In a Dual Degree Program: _____

Year of Entry to Northwestern: 20____ Current Class: _____

Planned Graduation Term: _____ Planned Graduation Year: 20____

I have petitioned to graduate: Yes* _____ No _____

*If you have petitioned to graduate, changes to your record cannot be made via declaration form. Instead, refer to the Registrar's website for instructions on adding/dropping majors and minors: <https://www.registrar.northwestern.edu/registration-graduation/graduation-preparation/graduation-petition-procedure.html>

Check all that apply: Declaring a Minor _____ Dropping a Minor _____ Changing Concentration _____

Minor to Declare: _____

Concentration (if applicable): _____

Previously Declared Major(s)/Minor(s) to **RETAIN**:

Major(s): _____

Minor(s): _____

Previously Declared Major(s)/Minor(s) to **DROP**:

Major(s): _____

Minor(s): _____

FOR DEPARTMENT USE ONLY:

Catalog Requirement Year*: Fall 20____

*Generally, the catalog requirement year is the academic year the student is declaring the minor. If the requirements have changed since the student initially declared the minor and they will be following new requirements, please indicate the academic year of the Undergraduate Catalog in which the new requirements went into effect.

Department/Program Name: _____ Date: _____

Department or Program Approver Digital Signature: _____