



SCHOOL of ENGINEERING  
& APPLIED SCIENCE

Name (last, first)	
SIS ID#	
UVa ID#	
Computer ID	
Phone (local)	

UNDERGRADUATE PROGRAMS

## UVA ENGINEERING CHANGE IN MAJOR FORM

**Instructions.** Use this form to request a change in your UVA Engineering major. Do NOT use this form to apply to request a second engineering major, or to transfer to a major outside of the School of Engineering.

1. Fill in your current and requested major, and attach a current, unofficial transcript to this form (or to an email alongside this form).
2. Send this form to the Director or Chair of the Engineering major you wish to join.
3. Meet with them as necessary. They will identify your new academic advisor.
4. *Program Director or Chair:* Submit this completed form to the staff in A-122 Thornton Hall, ideally by email to [engineering-undgrad@virginia.edu](mailto:engineering-undgrad@virginia.edu). Please copy the student on these communications.

Current engineering major: \_\_\_\_\_

Requested engineering major: \_\_\_\_\_

New advisor assigned to student: \_\_\_\_\_

ATTACH A CURRENT, UNOFFICIAL TRANSCRIPT ALONGSIDE THIS FORM BEFORE SUBMITTING IT TO THE CHAIR OR DIRECTOR OF YOUR NEW PROGRAM FOR APPROVAL.

*For official use only*

The Chair or Director of the *destination* department/program signs to approve the student's entry into the program, and assigns a new advisor to the student.

Chair or Program Director: \_\_\_\_\_ (printed name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)