



# DEGREE WORKSHEET REQUEST

(Students NOT admitted to degree program)

Please print and sign the completed form and deliver to:  
**Business Building Suite 107, or mail to**  
**UT Arlington, Box 19366, Arlington, TX 76019**

Degree worksheets will NOT be generated for students admitted to business degree programs. These students should consult their MyMav service center UMAP. If a substitution is required, complete the *Request for UMAP Review*.

Requesting a degree plan is **NOT** declaring a major. A *Change of Major Request Form* must be submitted if you wish to change your major from outside the College, or if you are changing majors within the College. You must meet admission requirements for any major to which you are applying.

It is the responsibility of each student to keep and update their degree worksheet from semester to semester. Copies of degree worksheets are provided only at the following times: (1) new Business Intended student, (2) new coursework transferred for a Business-Intended student, and (3) for prospective business students.

When worksheets are complete, they are available for pick up in the top drawer of the two drawer file cabinet at the following times:

Monday, Tuesday, Wednesday	8:00 am – 7:00 pm
Thursday and Friday	8:00 am – 5:00 pm

**Student I.D. Number:** 1 0 0 0 **Date** \_\_\_\_\_

**Name** \_\_\_\_\_  
 (Last) (First) (Middle)

**Major/Concentration: (Please choose ONE!)**

- |                            |                |                |
|----------------------------|----------------|----------------|
| ___ ACCT (BBA)             | ___ IBFR (BBA) | ___ MANA (BBA) |
| ___ ACCT (BS)              | ___ IBGR (BBA) | ___ MARK (BBA) |
| ___ ECON (BA), Minor _____ | ___ IBRS (BBA) | ___ OPMA (BBA) |
| ___ ECON (BBA)             | ___ IBSP (BBA) | ___ REAE (BBA) |
| ___ ECON (BS), Minor _____ | ___ INSY (BBA) |                |
| ___ FINA (BBA)             | ___ INSY (BS)  |                |

**Check here if degree plan request is for VA or Financial Aid.**  
*We DO NOT fax or mail degree worksheets to Financial Aid or VA. It is the student's responsibility to make sure the degree worksheet is submitted to these departments by the deadline date.*

**Student's Signature:** \_\_\_\_\_  
 (Required to be valid)

**Comments:**

<b>DO NOT COMPLETE --- THIS AREA IS FOR OFFICE USE ONLY</b>		
Eligible: _____ YES	_____ NO	Date denial sent: _____
Processed by: _____		Date: _____