

# UTA COLLEGE OF BUSINESS

## REQUEST TO DECLARE MAJOR

## REQUEST TO CHANGE MAJOR

Student ID: \_\_\_\_\_ Present Major: \_\_\_\_\_

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

◇ **I have not yet met the requirements to declare\* my major, but I want to pursue business.**

*Select Business Intended or Pre-Business Intended. We will notify you if you are not eligible for the selected major.*

☐ **Business Intended**  
MATH 1315 and MATH 1316 is complete

☐ **Pre-Business Intended**  
MATH 1315 and/or MATH 1316 is NOT complete

Student's Responsibility to Remain in Good Standing: COB Probation and Dismissal\*

If at any time an undeclared business-intended or pre-business intended student does not maintain a minimum COB GPA or UTA GPA of 2.0, the student is on COB Probation. Depending on the circumstances, a student on COB Probation may have restrictions on course load and course selection and will be given specific course grade requirements. All business hours will be used to calculate a business GPA.

If the student is unable to maintain a minimum COB GPA of 2.0 after one semester on probation, the student will be dismissed from the COB. Once dismissed from the COB, the student has the right to appeal to the Director of Undergraduate Advising. If the appeal is rejected, the student must choose a major other than business in order to remain enrolled at UTA.

◇ **I have met the requirements to declare\* my major in the College of Business.**

*Select the desired major/concentration. We will notify you if you are not eligible for the selected major.*

- |  |                                   |                                   |                                   |
|--|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> ACCT BBA      | <input type="checkbox"/> FINA BBA | <input type="checkbox"/> IBRS BBA | <input type="checkbox"/> MANA BBA |
| <input type="checkbox"/> ACCT BS       | <input type="checkbox"/> IBCH BBA | <input type="checkbox"/> IBSP BBA | <input type="checkbox"/> MARK BBA |
| <input type="checkbox"/> ECON BBA      | <input type="checkbox"/> IBFR BBA | <input type="checkbox"/> INSY BBA | <input type="checkbox"/> OPMA BBA |
| <input type="checkbox"/> ECON BS _____ | <input type="checkbox"/> IBGR BBA | <input type="checkbox"/> INSY BS  | <input type="checkbox"/> REAE BBA |

*Minor*

Student's Responsibility to Remain in Good Standing: Degree Progress and Major Dismissal\*

A student who has been accepted to a business degree program must maintain satisfactory progress of at least 2.0 in their UTA, COB and Major (field of study) GPA's to avoid being placed on probation. Declared business majors are subject to dismissal from a business degree program and will not be permitted to enroll for additional courses in that major if they:

- Receive a grade of D or F in more than one upper level major course, or
- Receive any combination of grades of D or F in two attempts of the same major course.

◇ **I understand my responsibility to remain in good standing with UTA and the College of Business.**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* University Catalog at <http://catalog.uta.edu/business/> or the Business Student Handbook <http://www.uta.edu/business/ugadvise/forms.aspx>

Please return this completed form to the Business Building, Suite 107 or  
UT Arlington, Box 19366, Arlington, TX 76019. Allow 3-5 business days for processing.

**DO NOT COMPLETE --- THIS AREA IS FOR OFFICE USE ONLY**

Eligible: \_\_\_\_\_ YES \_\_\_\_\_ NO Date denial notification sent: \_\_\_\_\_  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_