

# WEBER STATE UNIVERSITY

## PROGRAM OF STUDY DECLARATION FORM

### INSTRUCTIONS

1. PLEASE WRITE CLEARLY OR TYPE.
2. Complete ALL of the STUDENT INFORMATION section.
3. Circle the type of degree you intend to complete in the DEGREE TYPE section. Additional information concerning types of degrees is available in the WSU Degree and General Education Requirements section of the catalog (p. 36).
4. Enter the academic year of your graduation catalog (Ex: 2004-2005). If left blank, we will assume the current catalog year.  
Students are required to graduate under one of the following catalogs:
  - a. The catalog in effect when they first enrolled, provided they complete graduation requirements within six years for bachelor degree candidates or three years for associate degree candidates, and they continue in the program of study selected when they first enrolled.
  - b. When students declare or change their programs of study, they are then required to graduate under the catalog in effect when they first select their program of study.
  - c. When students take longer than six years for a bachelor's degree or three years for an associate's degree respectively to complete their degree requirements in their selected program of study, they then are required to graduate under the catalog that was in effect 6 years or 3 years prior to their date of graduation.
  - d. Students may elect to graduate under the catalog which is in effect at the time they file for graduation.
5. Enter the Major/Minor Name(s) and Major/Minor Code(s) in the appropriate blanks. Appropriate codes are available from your Academic Adviser.
6. Obtain a signature and stamp from the appropriate campus department. Forms that are not stamped and signed will be returned to the appropriate department unprocessed.
7. Return your completed application form to the GRADUATION OFFICE, located in the Student Services Center, Room 136 at the Ogden Campus or to ENROLLMENT SERVICES, located in Room 241 at the Davis Campus. The form may be mailed to MC 1135 or FAXed to (801) 626-8812. Please do NOT submit via email.

### STUDENT INFORMATION

Student ID# \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DEGREE TYPE

MACC	BA	BM	AA	IC
MBA	BS	BME	AS	
MCJ	BIS	BAT	AAS	
MED	BFA			

### CATALOG YEAR

(Example: 2004-2005)

Year: \_\_\_\_\_

### MAJOR APPROVAL

Major 1: \_\_\_\_\_

Major 1 Code: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Stamp: \_\_\_\_\_

Major 2: \_\_\_\_\_

Major 2 Code: \_\_\_\_\_

Dept. Signature: \_\_\_\_\_

Dept. Stamp: \_\_\_\_\_

### MINOR APPROVAL

Minor 1: \_\_\_\_\_

Minor 1 Code: \_\_\_\_\_

Dept Signature: \_\_\_\_\_

Dept. Stamp: \_\_\_\_\_

Minor 2: \_\_\_\_\_

Minor 2 Code: \_\_\_\_\_

Dept Signature: \_\_\_\_\_

Dept. Stamp: \_\_\_\_\_

The graduation office will verify the information on this form and then make the appropriate changes to your records. This update may take several days during peak times of the semester. If you have questions concerning your program of study, please contact graduation at (801) 626-6740. **PLEASE NOTE THAT A STUDENT MUST BE MATRICULATED AND HAVE ACTIVE STATUS TO DECLARE A PROGRAM OF STUDY. CONTACT THE ADMISSIONS OFFICE AT (801) 626-6745 IF YOU HAVE QUESTIONS CONCERNING YOUR STUDENT STATUS.**