

Graduate Studies Change of Major Student Instructions

1. Go to <https://www.uwa.edu/>
2. Choose “Current Students, Faculty, and Staff”
3. Under “Technology” choose eForms.
4. Login with your UWA E-mail Address and Password
5.  If you are submitting a change of major to one of the following programs: *M.Ed. Instructional Leadership, EDS Instructional Leadership, EDS Teacher Leader, EdD Rural Education, M.Ed. School Counseling, MS Clinical Mental Health, MS Guidance Counseling*, you must [click here](#) to submit a new application:

Flow

Inbox >

Activity >

Forms

Forms >

Drafts >



Choose Forms



- Flow
- Inbox
- Activity
- Forms
- Drafts

Forms

Search

College of Education

Area of Specialization Declaration

Educator Preparation Program Interview Form

Facility and Event Reservations

Event Facility and McConnell Request

Graduate Studies

Graduate Studies Change of Degree

Human Resources

A-4

Confidentiality Agreement

Direct Deposit Form

I-9

W-4

Leave Requests

Comp Time Request Form

Leave Request Form

Choose Graduate Studies Change of Degree



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- W-4
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- Comp Time Request Form
- Leave Request Form

The form will populate the date, your student ID, name, address, and current program.

CHANGE OF DEGREE PROGRAM REQUEST



The University of West Alabama
 Station 31
 Livingston, AL 35470
 205.652.3647
 205.652.3670 - fax

Admission to the School of Graduate Studies is not equivalent to unconditional admission to an approved program. Candidates admitted to the institution or graduate school on or after August 1, 2012, to enroll in courses in a Class A (Master's level) or Class AA (Education Specialist level) teaching field program may complete no more than five approved program courses prior to unconditional admission to the program. Students in programs leading to certification may transfer up to five courses from a previous program. Transfer credit accepted for a previous program must be evaluated for credit in a new program. Students may not enroll in new degree coursework without prior approval from The School of Graduate Studies.

Date: 11/06/2020 Student Number: [REDACTED]

Name: [REDACTED] Phone: [REDACTED]

Address: [REDACTED]

Current Degree Program	New Degree Program
[REDACTED]	

Requested: [REDACTED] [REDACTED]
 Student Signature Date

Approved/Denied: [REDACTED] [REDACTED]
 Graduate Dean Date

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Student Number: [Redacted]

Phone: [Redacted]

Current Program	New Degree Program
[Redacted]	[Redacted]

Requested: [Redacted] [Redacted]
Student Signature Date

Approved/Denied: [Redacted] [Redacted]
Graduate Dean Date

You will indicate the degree program you would like to change to. Please indicate degree (M.Ed./MAT/EDS/EdD) and the subject area (Elementary/Instructional Leadership/PE/etc.)

Enter your name and date.

Click submit

Requested: [Redacted] [Redacted]
Student Signature Date

Approved/Denied: [Redacted] [Redacted]
Graduate Dean Date

Once you select Submit on the form, it is routed to the Graduate Office for processing. Once the change is approved or denied, you will receive an e-mail from the Graduate Office. The next slide will show you how to check the status of your request. Submission of this form does not guarantee your change will be approved.

Questions should be sent to graduatestudies@uwa.edu

UWA

The UNIVERSITY of
WEST ALABAMA

The screenshot shows the 'etrieve | CENTRAL' interface. On the left is a navigation menu with 'Inbox', 'Activity', 'Forms', and 'Drafts'. The 'Activity' section is active. The main area is titled 'Activity' and contains a search bar and a list of packages. Two packages are visible:

Package Name	Date	Status
COE Graduate Change of Degree - (0135106),	11/10/20	In Progress
COE Graduate Change of Degree - (0135106),	11/10/20	Ended

Red arrows point to the 'In Progress' and 'Ended' status labels in the second column of the table.

If the request shows as “In Progress,” it is still being reviewed. If it shows as “Ended,” you should have received an e-mail. If a request shows as ended and you do not receive an e-mail within 24 hours, please contact Mrs. Charlotte Reed (creed@uwa.edu).