

## ESTABLISHING A DOUBLE MAJOR

- The student needs to confer with an academic advisor to discuss what programs/majors they are **genuinely** pursuing ***simultaneously***.
- Students can only pursue “unique” or non-duplicate programs including any previously earned awards from Columbia State or other colleges.
- Please refer to the “Degree Eligibility Chart” from the web page for assistance:  
<https://www.columbiastate.edu/admissions/documents19/Degree-Eligibility.pdf>
- You cannot request a major be changed to AAS General Technology. An academic plan must be submitted and approved. The change of major to GENT occurs when the approved plan is processed:  
[https://catalog.columbiastate.edu/preview\\_program.php?catoid=15&poid=676&returnto=668](https://catalog.columbiastate.edu/preview_program.php?catoid=15&poid=676&returnto=668)
- [1] The student from their Columbia State email, sends this request to an academic advisor as to what programs they wish to pursue ***simultaneously***. It **MUST** contain the following information:
  - Student name \_\_\_\_\_
  - Student ID \_\_\_\_\_
  - Program 1: Choose **ONE**: AS\_\_\_\_ AAS\_\_\_\_ AST\_\_\_\_ AA\_\_\_\_ Certificate\_\_\_\_
    - Major \_\_\_\_\_
    - Concentration (if applicable) \_\_\_\_\_
  - Program 2: Choose **ONE**: AS\_\_\_\_ AAS\_\_\_\_ AST\_\_\_\_ AA\_\_\_\_ Certificate\_\_\_\_
    - Major \_\_\_\_\_
    - Concentration (if applicable) \_\_\_\_\_
- [2] Upon review, the faculty/advisor forwards the information to the Division Dean or the Academic VP.
  - Faculty/Advisor Approval \_\_\_\_\_ Date \_\_\_\_\_
  - Dean/AP of Academics Approval \_\_\_\_\_ Date \_\_\_\_\_
- [3] Upon review and approval, the Dean/AVP sends it to ***processing@columbiastate.edu***