DECLARATION OF MAJOR/CHANGE OF MAJOR
UNDERGRADUATE

New Paltz
STATE UNIVERSITY OF NEW YORK

Office of Records & Registration, SUNY New Paltz, 500 Hawk Drive, New Paltz, NY 12561-2439

OFFICE USE ONLY:

▪ Students must declare an academic major and request a faculty advisor through the chair of the appropriate department before they have completed **60** credits.

▪ For students seeking a teaching certificate, advisors both in **education** and the **subject field** must be named.

▪ If a student changes a major, he/she must complete the Change of Major form in the new department.

NOTE: The signatures of the student and the department chair or designee are required.

_____   N ☐☐☐☐☐☐☐☐
Student's Last Name   First   MI   Student ID Number

_____   (_____) _____
E-mail   Telephone Number

Please clearly indicate the actions you are requesting from the list below (Please PRINT clearly**):**

☐ **Declaration of Major**

☐ **Addition of Second Major**

☐ **Addition of Third Major**

☐ **Assignment of Advisor**

Major code/Concentration code being declared ☐☐☐ ☐   Degree type being declared ☐ B.A. ☐ B.S. ☐ B.F.A.
          Major   Conc.

_____
Major Name

_____   N ☐☐☐☐☐☐☐☐
Academic Advisor Name   Academic Advisor ID Number

For Education majors only: SIGNATURE REQUIRED.

_____   N ☐☐☐☐☐☐☐☐
Education Advisor Name   Education Advisor ID Number

_____
Signature of Education Advisor   Date

☐ **Deletion of Major Code** ☐☐☐

☐ **Change of Major/Concentration**

from ☐☐☐ ☐ _____ to ☐☐☐ ☐ _____
     Major Code   Major Name   Major Code   Major Name

☐ **Change of Degree Type**

from ☐ B.A. ☐ B.S. ☐ B.F.A.   to ☐ B.A. ☐ B.S. ☐ B.F.A.

☐ **Change of Advisor**

from _____ to _____   N ☐☐☐☐☐☐☐☐
     Current Advisor Name   New Advisor Name   New Advisor ID Number

_____   _____
Signature of Department Chair or Designee   Date   Signature of Student   Date

Department of Digital Media & Journalism   and   Department of Communication
Coykendall Science Building- 51 • Phone (845) 257-3450 • Fax (845) 257-3461

Internship Credit Policy Acknowledgement for New Majors

Please read the following material carefully and sign on the bottom confirming that you understand the program. Retain the copy for your records.

Welcome to the Department of Communication or the Department of Digital Media and Journalism. Internships are **required** for **ALL DMJ majors** and **Journalism minors** and strongly recommended for PR and Communication students.

1. To be eligible to earn credits for an internship, you MUST GET CERTIFIED ELIGIBLE BY OUR DEPARTMENT AT LEAST ONE SEMESTER PRIOR TO LOOKING FOR AN INTERNSHIP PLACEMENT.

Certification applications are available in the office, CSB51. **The deadline to be certified eligible is:**

> **For Spring Internships - The Second Friday in November**
> **For Summer or Fall Internships - The Second Friday in March**

TO BE ELIGIBLE TO DO AN INTERNSHIP FOR CREDIT, you must have:
- -2.5GPA
- -18 credits in the major
- -60 credits toward graduation, including 30 credits at New Paltz

2. Internships are meant to provide new experiences and new contacts. **Internship credit is not given for work a student is already doing, nor for clerical work, or for work in your family business. The Department will not approve of internship credits for The Disney College Program or blog sites such as Her Campus, Spoon University, Dorm Room TV, the Odyssey, College Fashionista or the like. Remote internships rarely approved.**

3. **Students who wish to earn more than 6 internship credits require DEPARTMENT CHAIR AND DEAN APPROVAL and additional assignments to demonstrate learning outcomes. See Internship director for details.** Internship credits cannot be awarded retroactively. Internships taken at other institutions cannot be used to satisfy major requirements at New Paltz.

4. Students taking an internship for credit must enroll simultaneously in the 1-credit online Internship Seminar. (Students who do multiple internships only need to take the seminar once.)

The Internship program maintains a page on the Comm and DMJ websites and social media. Questions can be addressed to Nancy M. Heiz, Internship Coordinator: heizn@newpaltz.edu

I have read and understand the above information.

Print your name_____ Banner ID_____

Email _____Major_____

Signature_____Date_____

Rev. 1/2/20