UIC College of Business Administration
Petition to Add a Second Major

Instructions: This form is to be used by students enrolled in the College of Business Administration who are requesting to add a second major in the field of business. Approval to add a second major is not automatic and will not be awarded on the basis of having completed the required courses for the second major. Written approval must be granted to have the dual major added to your records. Before turning in your petition, you must meet with a CBA career advisor for an evaluation of your request. You can schedule the appointment by stopping by 1118 University Hall or by phoning (312) 996-2700.

1. **You must have a UIC and cumulative GPA of 3.0 or higher.**
2. **Attach a concise written statement, no longer than one page maximum, explaining why a dual major would add value to your career goals and how it can be completed within a 4-year graduation timeframe.**
3. **Make a chart of the courses you plan to take each semester until you graduate. Include how you will fit in the additional courses needed for the second major.**
4. **Meet with a CBA career advisor to discuss how the second major fits into your career plans.**
5. **The Career Advisor will make a recommendation and submit it to the Dean for a response.**
6. **Return to 1118 UH five business days later for the results of your petition.**

_____ _____
Last Name First Name

_____
UIN

_____ (_____)_____
Address Telephone Number

_____ _____
City, State and Zip Code UIC Email Address

_____ _____ FR SO JR SR
Current Major Second Major You are Requesting Class Level (Circle one)

By signing this petition I understand that the Dean's decision is final.

Signature _____ Date_____

CBA Career Advisor Evalution_____

_____

_____

Dean's Action:

☐ Approve ☐ Deny

Comments_____

_____

Date_____ Signature_____

Updated: 3/21/07