



Request to Drop Major, Minor or Advanced Certificate

This is an application to request to drop your currently declared minor or advanced certificate ONLY. To declare/ change your Academic Plan/ Sub-Plan, login to iDeclare.

Student Information - please print clearly
EMPLID _____ D.O.B. ____/____/____
Last Name _____ First Name _____ Middle Initial _____
Phone (____) _____ --- _____ Email _____@LC.CUNY.EDU

CURRENT CAREER (Check One):

[] UNDERGRADUATE STUDENT [] GRADUATE STUDENT

AND I AM REQUESTING TO DROP MY (Check One):

[] SECOND/ THIRD MAJOR [] MINOR [] ADVANCED CERTIFICATE

Plan _____ Sub-Plan _____
Plan _____ Sub-Plan _____

I certify the information on this application is accurate and complete and will be treated confidentially for institutional purposes only. I understand by signing this form that:

- I have made the decision to DROP my minor/ advanced certificate and no longer required to complete the program requirements
Once the drop is done, it cannot be reversed
My request to drop is subject for review for graduation and state aid eligibility
If there are any impacts to my federal and state aid, I will be notified by the Office of the Registrar of my options and best course of action
If I applied for a Last Semester Exception (LSE) for state aid eligibility and dropping the minor/ advanced certificate makes me ineligible for LSE, I can potentially be de-certified for state aid and will be responsible for paying any outstanding balance(s) on my account
I should consult with Financial Aid to determine any potential impacts to my Title IV aid

SIGNATURE REQUIRED BELOW

Student Signature _____ Date ____/____/____

FOR OFFICE USE ONLY
RECEIVED BY/ DATE: _____
PROCESSED BY/ DATE: _____
EFF. TERM: [] FA [] SP [] SU

Return this signed & completed form by email to: Office of the Registrar

Records.Transcripts@lehman.cuny.edu

