

Date \_\_\_\_\_

Memo To: College of \_\_\_\_\_

FROM: Office of the University Registrar

SUBJECT: VA Certification/Change of Major

One of your students \_\_\_\_\_ UFID \_\_\_\_\_ has  
changed his/her major from \_\_\_\_\_ to \_\_\_\_\_.

For the purpose of VA certification, we are required to report how many of his/her earned credit hours will apply toward his/her degree program. Please use the formula below to calculate the number of credit hours the student is losing as a result of the major change. Sign below and return form to PO Box 11400 / 222 Criser Hall or Fax to (352)846-2872.

If you should have any questions, please call us at (352)294-2948.

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Student has \_\_\_\_\_ (A) semester hours earned to date.

\_\_\_\_\_ (B) Provide current term registration credit hours.

\_\_\_\_\_ (C) Review degree audit and add up all credits of remaining coursework the student needs to graduate.  
Provide resultant number here.

\_\_\_\_\_ (D) Enter sum of A + B + C here.

\_\_\_\_\_ (E) Provide the total credits required for the student's degree program based on catalog year.

\_\_\_\_\_ (\*) Subtract E from D. If the number is positive, provide it here. If the number is negative, enter zero here.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date