

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 a student's earned credit hours will apply toward the student's degree program. 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 using the [secure upload](#), or mail to Student Veteran Services, PO Box 114000, or fax to 352-846-2872.

If you have any questions, contact us at 352-294-2948.

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