

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 using the [secure upload](#), mail to Student Veteran Services PO Box 114000, or Fax to (352)846-2872.

If you should have any questions, please call 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