

School of Law Enforcement and Criminal Justice  
Undergraduate Program Declaration Form



Student Information

Date: \_\_\_\_\_ Student (Tech) ID: \_\_\_\_\_ Current Advisor: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Phone: H \_\_\_\_\_ W \_\_\_\_\_ Cell \_\_\_\_\_

Address: \_\_\_\_\_

(Street/City/State/Zip)

Campus E-mail Address: \_\_\_\_\_ @metrostate.edu

(Notification will be sent to your campus e-mail address)

Program Selection

1. Check only one: This is a  First Major  Second Major  Change of Major \_\_\_\_\_

Previous Major

First Certificate or Licensure  Second Certificate or Licensure  Change of Certificate or Licensure \_\_\_\_\_

Previous Certificate or Licensure

First Minor  Second Minor  Change of Minor \_\_\_\_\_

Previous Minor

2. Please select only one major, minor, certificate or licensure program per form (e.g. if you are declaring both a major and a minor, you will need two forms). Programs with an asterisk \* have separate admission and/or application requirements; check with a program advisor for more information about admission to these programs.

**Law Enforcement and Criminal Justice Majors**

- Criminal Justice (0038 BA)\*
- Law Enforcement (0040 BS)\*
- Law Enforcement Licensing Certificate Program (0083)\*

**Law Enforcement and Criminal Justice Minors**

- Criminal Justice (0038)

Required Signatures

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

College/School Approval: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

- Entry has been made in ISRS
- Document has been scanned
- Effective Year/Term \_\_\_\_\_
- Advisor Assignment \_\_\_\_\_

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A member of the Minnesota State  
Colleges and Universities System

Form date: 04/24/12 ro

## School of Law Enforcement and Criminal Justice

### Student Directions for Submitting the Program Declaration Form

Please consult with your advisor prior to completing this form.

1. Complete Student Information section of the form. Notifications and additional requests for information will be sent to your Metropolitan State University email account. So, be sure to include it.
2. **Select only one program** from the list of majors, minors, certificates and licensures under Program Selection. You will need one form for each program you are declaring. That is, if you are declaring both a major and minor or other program, you will need one form for each program. Please note: there are six Program Declaration Forms (one for each college), if the program you are looking for is not on this form, it may be listed on the form for another college or school.
3. Sign the form in the Required Signatures area and **submit this form along with a copy of your Degree Plan Form** to the appropriate office as listed below:

School of Law Enforcement and Criminal Justice  
Law Enforcement and Criminal Justice Education Center  
9110 Brooklyn Boulevard  
Brooklyn Park, MN 55445-2410  
Phone: (763) 657-3749  
Fax: (763) 657-3799  
Email: [slcadvising@metrostate.edu](mailto:slcadvising@metrostate.edu)

**Please Note:** If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact that the arrest, charge or conviction may have on your chances of employment in the field you intend to study or on your chances to obtain federal, state, and other higher education financial aid.

### Office Staff Directions for Processing the Program Declaration Form

#### College or School receiving the Program Declaration Form

- Request student file, if necessary;
- Review application to the program, and sign to approve, if appropriate;
- Update advisor assignment in ISRS (ST2104UG) Area Study/Int tab;
- Add "Effective Year/Term" and "Advisor Assignment" on the bottom of the first page of this form;
- Update college/division listed in ISRS (ST1107UG) if necessary;
- Add any cohort and/or program codes used by the program;
- Forward the Program Declaration Form to the Registrar's Office;
- For majors, forward a DARS report showing major requirements for students that have DARS records or an approved Major Checklist to the Registrar's Office.

#### Registrar's Office

- End date previous programs on the Area Study/Int tab in ISRS ST1100UG or ST1001UG as appropriate (do not end the first program if this is the second program at that level);
- Enter new declared program, appropriate rank, and in the comments note "verified" with your initials and the current date (mm/dd/yyyy), example "verified cc 04/24/2010."
- Check the override box in the lower left corner of the screen and store.
- Verify that the major has been accepted and perform any needed actions for errors.
- Verify that admission category on the Adm/Enr tab in ST1100UG or App/Admit tab of ST1001UG is consistent with the student's program status.
- Enter major course equivalencies and exceptions into DARS if required.