School of Law Enforcement and Criminal Justice
Undergraduate Program Declaration Form

Metropolitan State University

Student Information

Date:_____StarID or Student TechID:_____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 acceptance and/or application requirements; check with a program advisor for more information about acceptance to these programs.

Majors
□   Law Enforcement (0040 BS)*
    □ Track one (0040 BS/LE01)

    □ Track two non-licensure (0040 BS/LE02); signature of advisor after review:_____

    □ Track three for licensed Peace Officers: POST License number: _____
        □ On-campus (0040 BS/LE03)
        □ On-Line (0040 BS/0450) LEMCP application and advisor signature
        required: _____

    □ Criminal Justice (0038 BA)*

Minors
□   Criminal Justice (0038)

Certificates
□   Law Enforcement Licensing Certificate Program (0083)*

Required Signatures

Student Signature:_____Date:_____

College/School Approval:_____Date:_____

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 seven Program Declaration Forms (one for each college/school), 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

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 dj 08/07/2015."
- ☐ 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.
- ☐ Verify that the college or school is consistent with the program in ST1107UG.
- ☐ Enter major course equivalencies and exceptions into DARS if required.