

BHA-DC Concentration Declaration

BXA DC Concentration Form

BHA students who are admitted as freshmen are undeclared until they have met with a DC concentration advisor and have submitted their signed DC Concentration Declaration Form. A completed Declaration Form must be approved by the DC concentration advisor and submitted to the BXA office, *by spring mid-semester break of the student's sophomore year.*

BHA students who are admitted through internal transfer must have chosen a DC concentration at the time of their application, which serves as their declaration.

BHA students wishing to change their DC concentration at any time following the initial declaration must meet with their current DC advisor and the advisor of their intended concentration area to complete a new Declaration Form, which will be reviewed *on a rolling basis*. Students who want to change their concentration to Information Systems must follow the department's admission process.

Instructions for Declaration/Change of Declaration:

- 1) *Meet with your BXA advisor to discuss BHA concentration options and pathways in DC.* The available concentrations and their curriculum requirements can be found in the [BXA undergraduate catalog](#).
- 2) *Meet with the appropriate [DC concentration advisor](#) to discuss the concentration program and create a curriculum planning timeline.* Collect the DC concentration advisor's signature of approval for declaring the concentration.
- 3) *Return the completed form to your BXA advisor for approval.* Declaration Forms must be submitted by the end of the sophomore year and Changes of Declarations at any time. Once the form is processed, your BHA major title will be updated in SIO.

Required Signatures

Student's Name: _____ Andrew ID: _____

DC Concentration: _____

☐ Check box if this is a Change of Declaration. Previous DC Concentration: _____

Previous DC Advisor Signature of Approval: _____ Date: _____

DC Advisor Name: _____

DC Advisor Signature of Approval: _____ Date: _____