

# UNDERGRADUATE CURRICULAR/ADVISEMENT CHANGE FORM

STUDENT \_\_\_\_\_ ID# \_\_\_\_\_

(PLEASE PRINT) Last Name, First and Middle

MAILING ADDRESS \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CURRENT MAJOR & ADVISOR \_\_\_\_\_

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

Department (College) Office Use Only: CHECK APPROPRIATE ITEM(S) AND FILL IN BLANK(S)

\_\_\_\_\_ 1. Add a MAJOR: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 2. Delete a MAJOR: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 3. Add a MINOR: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 4. Delete a MINOR: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 5. Add a Certificate: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 6. Delete a Certificate: \_\_\_\_\_ ( )  
Curricular Title Curr. # & Version #

\_\_\_\_\_ 7. Add a Major Advisor: \_\_\_\_\_  
Advisor's Name Department

\_\_\_\_\_ 8. Delete a Major Advisor: \_\_\_\_\_  
Advisor's Name Department

\_\_\_\_\_ 9. Add a Minor Advisor: \_\_\_\_\_  
Advisor's Name Department

\_\_\_\_\_ 10. Delete a Minor Advisor: \_\_\_\_\_  
Advisor's Name Department

\_\_\_\_\_ 11. Add a Certificate Advisor: \_\_\_\_\_  
Advisor's Name Department

\_\_\_\_\_ 12. Delete a Certificate Advisor: \_\_\_\_\_  
Advisor's Name Department

Student's Cumulative Average: \_\_\_\_\_ Date Earned: \_\_\_\_\_

CHECK HERE IF STUDENT HAS REQUESTED AND IS ELIGIBLE FOR PRIOR GENERAL EDUCATION OPTION

Student has \_\_\_\_\_ credits as of \_\_\_\_\_ date.

APPROVED BY: \_\_\_\_\_

Dept. Chair: \_\_\_\_\_ Date: \_\_\_\_\_

College Dean: \_\_\_\_\_ Date: \_\_\_\_\_

REQUESTED EFFECTIVE DATE: Term (Fall or Spring): \_\_\_\_\_ Year: \_\_\_\_\_

Distribution: Previous Dept. Chair \_\_\_\_\_  
New Dept. Chair \_\_\_\_\_  
Advisement Office \_\_\_\_\_  
Student \_\_\_\_\_  
Previous Advisor \_\_\_\_\_  
New Advisor \_\_\_\_\_  
Dean's Office \_\_\_\_\_

## CHANGE PROCESS

A student who changes into a new major, track, concentration, minor, adds an additional major, track, concentration, minor, or re-enters a previous major, track, concentration, minor program must comply with all course and degree requirements which are in force as of the EFFECTIVE DATE of the approved change. The student should go to one of the following offices to initiate the formal change process:

1. The chairperson's office of the Department of Professional Studies for students wanting to enter the College of BUSINESS.
2. The chairperson's office of the Department of Business Administration for a change or addition of a major, track, or advisor in the College of BUSINESS (These students must already be enrolled in the Business Admin/Core program.)
3. The chairperson's office of the prospective department for a change or addition of a major, concentration, or advisor in the College of EDUCATION
4. The chairperson's office of the prospective department for a change or addition of a major, track, minor, or advisor in the College of LIBERAL ARTS & SCIENCES
5. The chairperson's office of the prospective department for a change or addition of a major, track, minor, or advisor in the College of the VISUAL & PERFORMING ARTS.

A student who wishes to delete a major, track, concentration, minor, or advisor, but does not wish to add other information, should go to the chairperson's office of the department which administers the program to be deleted.

## INSTRUCTIONS

1. The student should fill in the information at the top of the form above the dotted line. (Please Print)
2. The student should discuss his/her request for action with the chairperson of the department administering the request.
3. The departmental chairperson should fill in the middle part of the form with regard to action requested.  
(All curricular titles and current version numbers are found on the database using the trancode, "AVMHIS").
  - a. To ADD any type of curricular field (major, track, concentration, minor) or advisor, the office should use the "add" action request only.  
e.g., Add a Major: BA Anthropology (20400-20023)
  - b. To REMOVE any type of curricular field (major, track, concentration, minor) or advisor, the office should use the "delete" action request only.  
e.g., Delete a Minor: Philosophy (00050-19933)
  - c. To CHANGE any type of curricular field (major, track, concentration, minor) or advisor, the office should use both the "delete" and the "add" action request.  
e.g., Add a Major: BSED SEU/French (37033-20023)  
Delete a Major: Undeclared (90000-00001)
  - d. Please note that to CHANGE the version number of a student's curricular program, the office should also use both the "delete" and the "add" action request.  
e.g., Add a Major: BS Psychology/Clinical-Cslg (26425-20023)  
Delete a Major: BS Psychology/General (26420-20023)

(The approval process for change of version number is described in "Advisement Update #1".)

4. The departmental chairperson may either record the student's cumulative average at the time the student submits this form or record the "cum" at the end of the term prior to the departmental chairperson's approval process. The date of when the "cum" was earned should also be recorded.
5. The effective date of the action is determined by the date of the student's signature and by the date of the departmental chairperson's signature. In order for action to be taken on a change for the current term, the student must submit the form to the departmental chairperson by the end of the Drop/Add period at the beginning of that term. The departmental chairperson should submit all approved forms to the Director of Advisement Records within 10 days. Requests for action reaching the Director of Advisement Records after the first three weeks of a regular semester will take effect for the next subsequent semester. (Administrative Adjustments are made on a case by case basis.)