Student Services Manual (SSM)

SSM 201–11: Change of Degree/Major/Campus

Effective: 6/1/1981

Purpose

To prescribe procedures for changing degree, major, or campus

Sources

University Registrar Services

Individual colleges within the university

Policy

To change a degree, major, or campus, a student must obtain approval from:

1. the department the student wishes to enter

2. the dean or director’s office of the college or program the undergraduate wishes to enter, if changing majors involves changing colleges or programs.

Procedure

To change a degree, major, or campus, a student must:

1. obtain a Degree/Major/Campus Change Request form from the University Registrar Services’ Web site, new college, program, or advising office

2. complete the form

3. submit the form to the new college, program, or advising office

4. obtain the signature of the individual authorized to approve curriculum changes

or

5. obtain the signature of the new dean or director if changing colleges or programs

The authorizing advisor or department submits the changes in OASIS, or the student may submit the approved Degree/Major/Campus change request form to University Registrar Services.

The form will be retained by the department that processes the change.