

DAWG TAG #

Student Name: _____

Student is a candidate for graduation (changes will be applied to SHADEGR as well)

If you are changing catalog year only, indicate here:

Catalog Year:

YYYYSS (SS: 20 = Spring, 40 = Summer, 60 = Fall)

Primary Program (Priority #1)

College:

Degree:

(AAS, BA, BS, BFA, etc.)

Major 1:

with Specialization:

and

Major 2:

with Specialization:

and

Minor 1:

Minor 2:

NOTE:

- If student is approved **Capstone Option**, use Capstone specialization code
- Minors and Specializations must correspond to approved Majors and effective terms

Secondary Program (Priority #2)

College:

Degree:

(AAS, BA, BS, BFA, etc.)

Major 1:

with Specialization:

and

Major 2:

with Specialization:

and

Minor 1:

Minor 2:

NOTE:

- If student is approved **Capstone Option**, use Capstone specialization code
- Minors and Specializations must correspond to approved Majors and effective terms

Apply to Term YYYYSS (SS: 20 = Spring, 40 = Summer, 60 = Fall)

Add Minor ONLY

College:

Minor:

Comments

Student Signature:

Date:

If student signature cannot be obtained, email from student's university email address authorizing change must be attached

Advisor Name:

(Printed)

Email:

Advisor Signature:

Date:

College Signature:

Date:

Registrar's Office Use Only

Processed By: _____

EXP2 – Petition Out Letter

Date: _____

UA Use Only – Non-Degree to Degree

Approve Deny Initial: _____

Please review the below instructions prior to completing a Change of Curriculum form:

Effective Summer 2017 this form and procedure replaces the “Change of Collegiate Unit, Major, Minor, Specialization, and/or Degree” and “Catalog Year Change” forms, and is for **undergraduate** students only.

The academic advisor of the new program is responsible for completing the Change of Curriculum form.

A student cannot re-declare a program from which they have previously graduated.

Curriculum changes must be received by 4:30pm on Friday of **week two**.

All submissions are to be made **electronically** to curriculumchange@siu.edu. Hardcopy or handwritten forms will not be accepted.

Student signature or an email from the SIU email account authorizing the change is required. The email must be included as a **PDF attachment** along with the Change of Curriculum form.

Curriculum codes must be correct and complete as approved according to official effective dates found at <http://registrar.siu.edu/curric/>. Forms with incorrect coding will be returned to the sender. Complete the form as SGASTDN is intended to be after being updated; any part of the existing SGASTDN record not indicated on this form will be removed. *Registrar’s Office staff cannot make assumptions about what is intended.*

Catalog year only changes can be made using the top portion of the form. It is not necessary to complete the program blocks if there are no changes being requested in that area.

Adding a minor only can be done by completing the “Add Minor ONLY” section of the form.

Extenuating circumstances such as graduation, athletics compliance, or financial aid, require justification and possibly special approval. Use the comments field for notation of circumstances. Any additional documentation must be included as a PDF attachment along with the form.

Candidates for graduation – check the box under the student name.

Student Athletes must have prior approval of Athletics for any curriculum change. This special approval must be included as a PDF document along with the curriculum change form.

Provisional students (EXP2) must have a petition-out letter on file before any change to curriculum can be processed. Questions about a students’ status for declaring a major are to be directed to Exploratory Student Advisement.

Non-degree seeking students must have Undergraduate Admissions approval in order to process a change to curriculum. It may be necessary that this student complete the admission process.

Policy statement: A minimum of a 2.0 GPA is required to change majors; some academic units and departments require a higher grade point average. Students who do not have the required GPA may be admitted to the new program with the approval of the dean of that unit. Current term major changes must be completed within the first two weeks of the semester and may require a change in catalog year as well. (Undergraduate Catalog 2017-2018, Ch. 2., pg. 20)

Any questions regarding the completion and submission of this form should be sent to the Registrar’s Office - curriculumchange@siu.edu or 618-453-2012