

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 for a given term must be received by 4:30pm on Friday of **week two**.

All submissions are to be made **electronically** to curriculumchange@siu.edu. Hard copy or handwritten forms will not be accepted. Submissions to any other email account will not be processed.

Academic Advisor and Athletics (if applicable) must **electronically sign** confirming that the student has consented to and the changes are authorized.

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 changes can be made using the space indicated within the Primary or Secondary Program block. It is not necessary to complete the entire program block if there are no other changes being requested. All curriculum within the program block must align with the catalog year and follow curriculum rules. A student pursuing Dual Degrees can have a separate catalog year for each.

Capstone Option (XCAP) approved students should have the Capstone box checked.

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 indicating student has a SHADEGR record.

Student Athletes must have approval of Athletics for any curriculum change.

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.

Comments outlining the desired changes for clarification are encouraged.

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.

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