



The Change of Curriculum (COC) form is used for **undergraduate** students only.

The form must be completed using the current fillable PDF available on the Registrar's Office website, and emailed to curriculumchange@siu.edu. Photocopies, handwritten forms, and paper forms will not be accepted.

The academic advisor for the student's new program is responsible for submitting the COC form.

The advisor must **electronically** sign the form, confirming that the changes are authorized and the student has consented to them.

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** unless an extenuating circumstance applies. Additional justification or special approval may also be required. These exceptions are generally limited to:

Candidates for graduation - The student must have a graduation application on file for the term for which the change is being requested. Check the box indicating that the student has an active SHADEGR record.

Student Athletes - Approval must be granted by Athletics staff. Include athleticsacademics@siu.edu on the email containing the form.

Provisional students (EXP2) - A petition-out letter must exist in Xtender before a change can be processed. Questions about the students' eligibility to declare a major should be directed to Exploratory Student Advisement.

Non-degree seeking students (NONDG) - Approval is required from the Director of Undergraduate Admissions in order to process a change. It may be necessary that the student apply for admission.

Curriculum & site codes used on a COC form must be complete and correct, and the program must be valid for the student's catalog term. Consult the Banner curriculum tables at <https://tuition.siuc.edu/curric/>. Forms with incomplete or invalid codes will be returned for correction. Registrar's Office staff are not authorized to make assumptions about the intended result of the form. Site codes indicating advisor assignment must be chosen from site code list.

Complete the form as the student's SGASTDN record is intended to be after being updated. If any codes on the student's record are not included in the Program fields, any necessary clarification should be given in the **Comments** field. Any part of the student's current SGASTDN record not indicated on the form will be removed.

Requests to only change a student's **catalog year** may be submitted without including program codes by specifying the desired term in the Catalog Year field that corresponds to the student's primary or secondary program. The student's current program(s) must be valid for the new catalog term. Dual-degree students can have separate catalog years for each degree.

Students who have been approved for **Capstone** should have the Capstone box checked. Registrar's Office staff must verify that the student is eligible before posting the XCAP specialization code. If the student is not already coded as Capstone they must be reviewed and approved by Articulation & Evaluation - the Change of Curriculum form should not be used as a means to grant a student Capstone status.

Comments outlining the desired changes for clarification are optional but 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 Change of Curriculum form should be sent to curriculumchange@siu.edu



DAWG TAG #

Student Name: _____

NOTE: Changes will not be made to the academic record after the 10th day of the term. Forms submitted after the 10th day of the term must have an Apply To Term of a subsequent semester.

Apply to Term: Required to Process Form

Site Code:

Only to be included when changing advisor assignment based on site

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

Primary Program (Priority #1)

If you are changing the catalog year, indicate here:

College: Degree: (AAS, BA, BS, BFA, etc.) Catalog Year:

Major 1:

Major 2:

Minor 1:

Minor 2:

With Specialization:

X			

 and

X			

With Specialization:

X			

 and

X			

NOTE: Specializations must correspond to approved Majors and effective terms

Secondary Program (Priority #2)

If you are changing the catalog year, indicate here:

College: Degree: (AAS, BA, BS, BFA, etc.) Catalog Year:

Major 1:

Major 2:

Minor 1:

Minor 2:

With Specialization:

X			

 and

X			

With Specialization:

X			

 and

X			

NOTE: Specializations must correspond to approved Majors and effective terms

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

Student is approved for the Capstone Option (XCAP code will be added to student record)

Comments

As Academic Advisor, I am confirming that this adjustment to curriculum has been discussed with the student and this change is being authorized on their behalf with their permission.

Advisor Signature:

Date:

College Signature:

Date:

Registrar's Office Use Only

EXP2 – Petition Out Letter

Processed By: _____ Date: _____

UA Use Only – Non-Degree to Degree

Approve Deny Initial: _____

AD Use Only – Athletic Department

Approve Deny Initial: _____