

Process for Approving Change of Major, Minor, Concentration and Grad Term

The below screenshot is an example of a form you would need to approve if the student is eligible to be in the Italian Education BA program. The form ReqID (ex: 2074824) is listed in the blue highlight with a pending status. A notification email with a direct link to the form is typically sent to the approver when a form requires their attention.

	College	Academic Plan	Major/Concentration or Minor	Current Graduation Term	New Graduation Term	Action	Status
	HN	DIET-BS	Dietetics BS	2019 Spring Semester	2019 Spring Semester	Keep	
	AS	BIS-BAAS	Biological Sciences BA	2019 Spring Semester	2019 Spring Semester	Keep	
		SPST-MIN	Spanish Studies	2019 Spring Semester		Keep	
		HONORS	Honors	2019 Spring Semester			
To approve:	AS	XIT-BAAS	Italian Education BA (XIT-BAAS)		2019 Spring Semester	Add	2074824 - Pending

Advisor(s): Naomi Nash
(701556600)
Daniel Reidinger
(60647)

Reason for Change: test

Routing and Authorization

Role	E-mail Address	Completed On
Form Originator	Audit,Charlie	2017-10-25 14:07
Approver	<--> Batts,Deandra Lorraine	
Approver <input type="button" value="v"/>	<input type="text"/> (lookup)	
Reviewer	Registrar	
Copy	Audit,Charlie	
Copy	Nash,Naomi Ruth	
Copy	Reidinger,Daniel V	
Copy	ChgMajMinCopy-FLLT	
Copy	ChgMajMinCopy-AS	
Copy	pplan-registrar	

Approver's Action

Please note: Faculty Senate removed the 2.0 minimum GPA requirement to enter an unrestricted major as of 4/3/2017

Action: * Choose one

Recommendation: Choose one

Comments:

If the student is eligible to enter this program, the first step is choosing the appropriate action for the form. You may either:

- Approve—this will approve the student’s request and forward the request to the next Approver/Reviewer as listed in the “Routing and Authorization” panel. Most often, the form will be forwarded to the Registrar’s Office to be approved and added to the student’s record.
- Add Approver and Return to Me—if another Approver is required to process a form choose this option and enter the additional approver via the drop down box and (lookup) link. After the added Approver reviews and approves the form, the form will be returned to you to complete processing.
- Return to Previous Approver—the form will be returned to last person listed as Approver in the “Routing and Authorization” panel along with any comments left in the comments box.
- Return to Originator—the form will be returned to whomever originated the form (usually the student) with any comments or instructions added in the Comments section at the bottom of the form
- Return to Originator and Cancel Form—the form will be returned to the originator (usually the student) and cancelled with justification for the decision that should be provided in the Comments box.

Approver's Action

Please note: Faculty Senate removed the 2.0 minimum GPA requirement to enter an unrestricted major as of 4/3/2017

Action: *

Recommendation:

Comments:

The next step would be to choose the recommendation status for the action. You must choose:

- Accept as Stated—the form will be approved and sent to the next Approver/Reviewer (usually, the Registrar's Office).
- Accept with Conditions—this option will still approve the form, but conditions should be included in the Comments section of the form. The department is responsible for keeping track of any students accepted with conditions. The Registrar's Office does not maintain this information.

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Approver's Action

Please note: Faculty Senate removed the 2.0 minimum GPA requirement to enter an unrestricted major as of 4/3/2017

Action: *

Recommendation:

Comments:

The last step is to click Finish and Submit at the bottom of the form. The form will be routed to the next Approver/Review (usually the Registrar's Office). Once the form reaches the Registrar's Office, it is added to the student's record.

Please be aware that students in majors with the same degree type (example: OM-BS and FIN-BS or ASIA-BA and CS-BA) need to have the same Graduation Term for both majors. Students are also not eligible to minor in the same or related field as their major (example: CHEM-BSAS cannot have a CHEM-MIN).

Other important information:

1. Link to FAQ's for Students: <http://www1.udel.edu/registrar/helpdocs/changeplan.html>
2. Link to information regarding Restricted Majors: <http://www1.udel.edu/registrar/students/restmajorsinfo.html>