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.

C	College	Academic Plan	Major/Concentra	ation or Minor	Current Graduation Term	New Graduation Term	Action	Status	
F	Ν	DIET-BS	Dietetics BS		2019 Spring Semester	2019 Spring Semester	Keep		
Α	۱S	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: A	\S	XIT-BAAS	Italian Education	BA (XIT-BAAS)		2019 Spring Semester	Add	2074824 - Pending	
		Rea	Advisor(s):	Naomi Nash (701556600 Daniel Reidin (60647) test					
Routing and A	uthori	zation							
Role		E-mail Ad	dress	Completed C)n				
Form Originator	Au	ıdit.Charlie		2017-10-25 14					
Approver (lookup)									
Reviewer									
Сору		Audit Charlie							
Сору		ash,Naomi Ruth							
Сору		eidinger,Daniel V							
Сору		ngMajMinCopy-F	IIT						
Сору		ngMajMinCopy-A							
Сору		lan-registrar							
Approver's Ac	tion								
Please note: Faculty Senate removed the 2.0 minimum GPA requirement to enter an unrestricted major as of 4/3/2017 Action: * Choose one									
Action: * Choose one									
	nmenda	John	se one	~					
	Comme	ents:				^			
						Q			

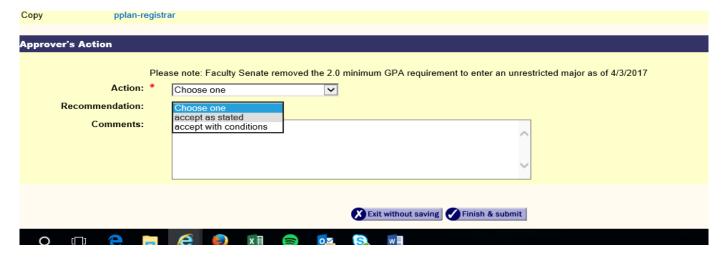
If the student is eligible to enter this program, the first step is choosing the appropriate action for the form. You may either:

- 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.

A	pprove	er's Act	ion								
		Recomm		on: * on:	Choos approv add ap return return	e one	ind retur ous appro	n to me		minimu	um GPA requirement to enter an unrestricted major as of 4/3/2017
										X Ex	Exit without saving Finish & submit
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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.



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