CHANGE OF PROGRAM PLAN

Submit Instructions:

1. Login to your my.fiu.edu account
2. Click on the Student Tools tile
3. Click on the Document Upload tile
4. Select REGISTRATION, CHANGE OF MAJOR from the drop-down menus
5. Attach form and any supporting documentation
6. Submit

Student's Name: __________________________ Signature: __________________________ Panther ID: __________

ITEMS TO BE ADDED

Add:
- Major Code: __________________________
- Track Code: __________________________
- 2nd Major Code: ______________________
- 2nd Bachelor’s Code: __________________
- Minor Code: __________________________
- Certificate Code: _____________________
  - Number of credits to complete: _____
  - Are the remaining certificate courses offered every semester? Y / N
    If no, please provide explanation under additional comments.

Approver’s Signature: __________________________

Approver’s ID: ______________________________

Date: __________________________

DEPARTMENTAL USE ONLY

Requirement Term: __________________________

Action Reason: _____________________________

ITEMS TO BE REMOVED

Remove Major: _____________________________

Remove 2nd Major: __________________________

Remove 2nd Bachelor’s: ______________________

Remove Minor: _____________________________

Remove Track: _____________________________

Remove Certificate: _________________________

Department Stamp Required:

Department: _____________________________

Dean (if applicable): ______________________

Additional Comments:

Dean’s Signature: __________________________

Panther ID: _______________________________

Date: __________________________

FOR STUDENTS WITH RDX INDICATOR:

This form is approved for the following reason(s):
- Change will expedite time to graduation
- Change will not delay graduation
- Student can complete credits for second major, second Bachelor’s, minor, or certificate within original timeframe to graduation
- Change will not negatively impact excess credit count
- Other: _______________________________

Dean’s Signature: __________________________

Panther ID: _______________________________

Date: __________________________

* Students cannot pursue a non-fully-online second degree, second major, minor, or certificate while pursuing a fully-online degree program.

** Students must be concurrently enrolled in two Bachelor Degree programs in order to receive two diplomas.

*** A Change of Major cannot occur on a student with a Non-Degree plan.

**** Any changes made after the first day of the term will go into effect the next semester.

Student Athlete: Y / N  Effective Date of Change: ___________  SAAC Official Signature: __________________________

SUBMISSION INSTRUCTIONS

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