CHANGE OF PROGRAM PLAN

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

ITEMS TO BE ADDED

Add:

☐ Major Code: __________________________
☐ Track Code: __________________________
☐ 2nd Major Code: ______________________
☐ 2nd Bachelor’s Code: __________________
☐ Minor Code: __________________________

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:

* 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.

FOR STUDENTS WITH RDX INDICATOR:

This form is approved for the following reason(s):

☐ Change will expedite time to graduation
☐ Credits for second major, second Bachelor’s or minor have already been earned and will not delay graduation
☐ Student can complete credits for second major, second Bachelor’s or minor within original timeframe to graduation
☐ Change will not negatively impact excess credit count
☐ Other: __________________________

Dean’s Signature: __________________________
Panther ID: ______________________________
Date: __________________________

SAAC Official Signature: ______________________

Student Athlete: Y / N  Effective Date of Change: _____________

FOR STUDENTS WITH RDX INDICATOR:

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☐ Student can complete credits for second major, second Bachelor’s or minor within original timeframe to graduation
☐ Change will not negatively impact excess credit count
☐ Other: __________________________

Dean’s Signature: __________________________
Panther ID: ______________________________
Date: __________________________

SUBMISSION INSTRUCTIONS

1) Login to your my.fiu.edu account
2) Click on Upload My Documents
3) Select REGISTRATION from the drop-down menu
4) Select CHANGE OF MAJOR from the drop-down menu
5) Submit

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