

# Academic Change Form

This form is to request a change of Academic Plan (major) within same College, or Academic Program (change to different Academic College), add/remove a minor or a change a cognate. Students must consult with an academic advisor before completing. Certain colleges have entrance requirements. Be sure that you have met all requirements required by the college you wish to change to before submitting.

Academic Change requests for the following schools must be hand delivered by the student once the required information session has been completed and a copy of the document placed in your RSMAS file.

*College of Arts & Sciences  
Miami Business School  
Frost School of Music*

***Fill out all applicable sections and sign.***

If you are a **student athlete** be sure to discuss your requested changes with your athletic advisor and obtain their signature.

If you are an **international student** be sure to discuss your requested changes with your ISSS advisor and obtain their signature.

Your Current Academic Information:

***Fill in*** your current academic information as it shows in Canelink.

Your Requested Changes:

***Fill in*** your Requested Changes to include academic changes you would like to keep as well as those you would like to add (The form says to write “Remove” on items to be deleted, but due to limited space we would prefer that you omit the items you no longer want.)

See list of Academic Plans (Majors/Minors) and Schools [here](#). Have your advisor assist you to ensure you fill in your changes with the correct plan codes.

Cognates (click each to see cognate academic plan codes)

[Arts & Humanities](#)

[People & Society](#)

[STEM](#)

***Be sure to have your advisor review and sign the form prior to submission.***

**Academic Change Form**

(To be completed by Student)

\* **Advisor's initials here****Your Information**

Name: Doe, John E. UM ID Number: C02401436  
 Email: jdoe@miami.edu Phone Number: 727-342-1111  
 Are you an Athlete? Yes  No  Are you an International Student? Yes  No

**Your Current Academic Information** (only complete sections that you currently have declared)

School: UGMS Primary Major: RSMP  
 Degree 1: BSMAS Major 2: \_\_\_\_\_  
 Degree 2: \_\_\_\_\_ Major 3: \_\_\_\_\_  
 Minor 1: CHEM\_MN  
 Minor 2: \_\_\_\_\_  
 Minor 3: \_\_\_\_\_

Some academic programs may have specific major and/or minor requirements. Please consult your Academic Bulletin for details.

Arts & Humanities Cognate: \_\_\_\_\_  
 People & Society Cognate: \_\_\_\_\_  
 STEM Cognate: \_\_\_\_\_

**Your Requested Changes** (copy all information from the section above, include any additions, & write "Remove" on items to be deleted)

School: UGAS Primary Major: PHYS2\_BS  
 Degree 1: BS Major 2: CHEM\_AS\_A  
 Degree 2: \_\_\_\_\_ Major 3: \_\_\_\_\_  
 Minor 1: \_\_\_\_\_  
 Minor 2: \_\_\_\_\_  
 Minor 3: \_\_\_\_\_

Some academic programs may have specific major and/or minor requirements. Please consult your Academic Bulletin for details.

Arts & Humanities Cognate: AT\_0005  
 People & Society Cognate: PS\_0091  
 STEM Cognate: \_\_\_\_\_

**Additional Notes** (include here if you are a Foote Fellow or are in any special programs, if you have additional cognate requests, etc.)

By signing below, I, the student, affirm that any changes to my degree plan, including major(s), minor(s), and/or cognate(s), may delay my date of graduation. Athletes must obtain an Athletic Advisor's signature on reverse side.

**Your Signature**

X Signature Required Date: 8/1/2019



# Academic Change Form

(To be completed by UM Administration)

## Current School's Acknowledgement

Current School: UGMS UM GPA: Required  
 Signature: Signature Required Print Name: Required Date: 8/1/2019

## Administration Decision (if applicable, update new Advisor(s) information below)

Approved     Denied    Denial Reason (if applicable): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Approved Changes (input plan codes/abbreviations below)

Effective Term: \_\_\_\_\_  
 New Requirement Term: Yes  No  Term: \_\_\_\_\_ Bulletin Year: \_\_\_\_\_  
 School: \_\_\_\_\_ Primary Major: \_\_\_\_\_  
 Degree 1: \_\_\_\_\_ Major 2: \_\_\_\_\_  
 Degree 2: \_\_\_\_\_ Major 3: \_\_\_\_\_  
 Minor 1: \_\_\_\_\_  
 Minor 2: \_\_\_\_\_  
 Minor 3: \_\_\_\_\_  
 Arts & Humanities Cognate: \_\_\_\_\_  
 People & Society Cognate: \_\_\_\_\_  
 STEM Cognate: \_\_\_\_\_  
 Advisor Name: \_\_\_\_\_ UM/Empl ID: \_\_\_\_\_  
 Advisor Name: \_\_\_\_\_ UM/Empl ID: \_\_\_\_\_

## Additional Notes

\_\_\_\_\_

## Athletics Advisor's Approval (if applicable)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

## For Processing Use Only (by Registrar or other College or School)

Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 Processed By: \_\_\_\_\_