Undergraduate Students

Request to Change Academic Program

Box 1 (PLEASE PRINT CLEARLY)

Name __________________________________________________________________________________________________________
Last First Middle/Maiden
Clemson ID# __________________________________ Anticipated Date of Graduation ______________ __________
____________________________ Month Year

Please complete all applicable blanks. (Instructions to follow.) Advisor(s) name and signature(s) are required.

Box 2

Check: ☐ Single Degree ☐ Double Major (limited to BA Programs) ☐ Two Degrees ☐ Three Degrees

1) Program: ____ND ____BA  ____BS ____BFA  ____BLA

Primary Major: ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Primary’s Advisor’s Name (print) ______________________________________
Signature__________________________________Date:_____________

Secondary Major (if Double Majoring) ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Advisor’s Name (print): ______________________________________
Signature__________________________________Date:_____________

2) Program: ____ND ____BA  ____BS ____BFA  ____BLA

Primary Major: ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Advisor’s Name (print): ______________________________________
Signature__________________________________Date:_____________

Secondary Major (if Double Majoring) ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Advisor’s Name (print): ______________________________________
Signature__________________________________Date:_____________

3) Program: ____ND ____BA  ____BS ____BFA  ____BLA

Primary Major: ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Advisor’s Name (print): ______________________________________
Signature__________________________________Date:_____________

Secondary Major (if Double Majoring) ______________________________________________
Catalog Year:________________________________________________
Concentration/Emphasis Area (if applicable): ____________________
Minor (if applicable):_________________________________________
Catalog Year:
Advisor’s Name (print): ______________________________________
Signature__________________________________Date:_____________

When all program information is completed above, please obtain applicable signatures below.

Box 3

Student’s Signature________________________________________________________________________________ Date __________

Name of Academic Advisor, Departmental Chair/Designee, of Primary Major ____________________________________________
Signature:________________________________________________________________________________ Date __________

(Please retain a copy of form if needed for departmental records.)

(If changing from Primary major to another) Former Primary Major:

Name of Academic Advisor, Departmental Chair/Designee in Former Dept. ____________________________________________
Signature:________________________________________________________________________________ Date __________

(Please retain a copy of form if needed for departmental records.)

Submit completed form to the Enrolled Student Services Office, 104 Sikes Hall.
Request to Change Academic Program

Submit a Request to Change Academic Program form to make any adjustments to a student’s academic program. This includes any changes to the primary major, and/or additions/changes/deletions to the field of study (see explanation of terms below). Also, submit a Request to Change Academic Program form to declare an additional program. This form should be completed by the student, signed by all appropriate offices, including final departmental signatures of approval. To avoid issues in class registration and a delay in graduation, it is imperative that this form be submitted as soon as program decisions are made and signatures are obtained. Approved changes received in the Office of Enrolled Student Services BEFORE the ‘last day to register or add a class’ will apply to the current term. Approved changes received AFTER the semester’s ‘last day to register or add a class’ will be applied to the next effective term.

The Request to Change Academic Program form must be completed accurately and in its entirety, including additions or removals of a minor or concentration/emphasis area. The last submission of the form will be considered the most up-to-date program information of record.

Box 1. Student identification information, name, Clemson ID# and anticipated graduation date, clearly printed.

Box 2. Program information is printed legibly in all blanks that apply. (See explanation of terms below.) If the student is seeking a single degree in one major, then completion of only the shaded area is necessary. The name of the Advisor, or Departmental Designee responsible in assisting the student with scheduling courses to fulfill degree requirements, is required. This advisor, or designee, will be entered as the primary advisor to the student. (If the student is following a program which includes a second major or second/third program, then names and approvals of the appropriate Advisor(s), or Designee(s), in the other departments are also required.)

Box 3. After all requests and approvals have been obtained in Box 2, then the student must sign the Request to Change Academic Program form indicating that the changes shown are complete and correct. Return the form to the Academic Advisor, or Departmental Designee, of the primary major for final review and approval. If the primary major is changed from one major to another and the change has been granted, then the form should be delivered to the former department for a signature of release. The former department should sign only after changes to the student’s program have been previously accepted with a signature. Copies of the Request a Change to Academic Program should be retained if needed for departmental records.

After all applicable signatures have been obtained, submit the completed form to the Enrolled Student Services Office, 104 Sikes Hall.

Explanation of Terms:

In that most BA programs require a minor, the “Double major” is the completion of the primary major with possibly additional instruction in the minor area, although not limited to it. However, all non-discipline requirements must be satisfied. The two majors may be within a single college or may involve two colleges, but both majors must be BA programs. It is considered a single degree.

“Two degrees” is the completion of two majors in its entirety, also including all non-discipline requirements. A student must complete a minimum of 30 hours in addition to the greater number of hours required for either program. This program could consist of two BA degrees, two BS degrees, or a BS and BA degree.

“Minor” is the completion of at least 15 semester hours of specified courses, with no fewer than 9 credits at the 3000 level or higher. A formally declared minor can only be acquired with the awarding of a degree. A student cannot major and minor in the same field or acquire a minor that is not allowed by the degree program. In programs that require a minor, courses may not be used to fulfill both the major and minor requirements. Courses that count towards a student’s major, but are outside the major’s course rubric, may also be used to fulfill minor requirements. A student following an undeclared major may be able to declare a minor with the understanding that some minors are incompatible with certain majors. Students are encouraged to contact the department offering the minor for advising.

iRoar Terms:

Program: BA, BS, BFA, BLA (Degree), in a primary discipline or major. (Example: BA in Psychology)

Secondary major: Optional study in an additional major under a single program (double major).

Field of Study: Concentration area, emphasis area, and/or minor. (These may either be required by the program or optional.)

Second (or Third Program): Optional study in an additional program.

Catalog year: The curriculum year under which a program, or field of study is being followed. If multiple programs, majors, or field of studies are followed, the curriculum years may vary.