

# Curriculum Change Form- Quick Reference Instructions

Below are instructions for using the [curriculum change form](#). To complete the form, start at the top of the form and work to the bottom. Multiple changes can now be made on a single form.

- **Student Info:**
  - Complete all the relevant student information.
- **Summary of Current and Proposed Curriculum:**
  - Check the appropriate boxes to indicate all the changes requested on this form.
  - Fill out the current curriculum information, including all majors, minors, and certificates.
  - Fill out the proposed curriculum information, including all majors, minors, and certificates.
  - Be sure to put any minors and certificates under the correct major.
  - **NOTE: if the only changes are cancellations**, it is not necessary to complete the rest of the form -- sign in the gray box at the bottom of this section and send to the college of the **new** primary major. Otherwise, proceed to "Proposed Curriculum and Approvals."
- **Proposed Curriculum and Approvals:**
  - Begin by filling out all the details for the first major, making sure to include all relevant approvals (i.e., if a minor is listed on the left, then a signature is required on the right).
  - Note: department signature is not required for the major -- the advisor's signature is sufficient.
  - Note also: we are no longer requiring advisers to fill out all the courses that will be taken to complete a minor/certificate **so long as it is a standard minor/certificate** (i.e., all the courses are pre-approved). If, however, the student is requesting one or more substitutions (i.e., Agron 2T07 in place of 280), then **all** the courses that will be used to satisfy the minor/certificate should be listed explicitly in the "Additional Notes / Summary of Changes" box at the bottom of the form.
- **Additional Notes / Summary of Changes:**
  - If the changes being requested are numerous, complex, or subtle, it can be useful to provide a summary. This will help ensure that the changes are processed correctly.
  - Also, if any substitutions to a minor/certificate are being requested, then **all** the courses that will be used to satisfy that minor/certificate need to be listed here. Note that it will still be possible to request changes to the minor after this form has been processed, but any substitutions documented here will be considered by the college office to have been approved by the department of the minor. It's generally best/easiest to document any changes upfront (if known), as this will reduce potential confusion down the road.
- **Final Approval:**
  - Send the form to the college of the primary major for their approval and processing.
  - Note: this is the college of the **new** primary major, after changes have been made. I.e., the college of the primary major for the **proposed** curriculum.

## Routing Info -- College Offices

- **AGLS** – [agls-docs@iastate.edu](mailto:agls-docs@iastate.edu)
- **COB** – [ivy\\_ugp@iastate.edu](mailto:ivy_ugp@iastate.edu)
- **ENGR** – [ec1@iastate.edu](mailto:ec1@iastate.edu)
- **CHS** – [hsss@iastate.edu](mailto:hsss@iastate.edu)
- **DES** – [design-ss@iastate.edu](mailto:design-ss@iastate.edu)
- **LAS** – [las\\_sas@iastate.edu](mailto:las_sas@iastate.edu)

## Minors and Certificates -- Quick Summary

1. Check the box to indicate that you will be adding or dropping either a minor or a certificate.
2. Fill out the "Summary of Current and Proposed Curriculum" section, making sure to get the minor/certificate under the correct major.
3. Fill out all the necessary parts of "Proposed Curriculum and Approvals," being sure to get all the appropriate signatures.
4. Please note that it is no longer required to fill out all the courses being taken for a minor/certificate **if it's a standard minor/certificate** (i.e., if all the courses are pre-approved). If, however, the student is requesting one or more substitutions (i.e., Agron 2T07 in place of 280), then **all** the courses that will be used to satisfy the minor/certificate should be listed explicitly in the "Additional Notes / Summary of Changes" box at the bottom of the form.
5. Send to the college of the primary major for final approval and processing.

## Change of Major -- Quick Summary

1. Check the box to indicate that you will be requesting a change of major.
2. Indicate the change in the "Summary of Current and Proposed Curriculum."
3. Under "Proposed Curriculum and Approvals," fill out all the info for the new major and provide the necessary approvals.
4. Send to the college of the **new** major for final approval and processing.

## Multiple Curricula -- Quick Summary

1. Check the box to indicate that you will be adding or dropping a major.
2. Indicate all changes in the "Summary of Current and Proposed Curriculum."
3. Fill out all the relevant information in "Proposed Curriculum and Approvals," making sure to get all the necessary approvals.
4. If adding a second major or second degree, be sure to indicate which is being requested. Remember, second degrees require an additional 30 credits.
5. You are encouraged to include a summary of the changes down in the notes box.
6. Send to the college of the **new** primary major for final approval and processing.