Appendix: Undergraduate Program/Plan Change Comparison Document

Student Information

Student name and contact information that previously had to be filled in on the paper form will auto-populate in the online form within the Student Information section. Additional academic data on the student’s Total Hours Earned, Expected Grad Term, Excess Hours, FSU GPA and Overall GPA will also auto-populate in the UPPC form.

For students who are international students, student athletes or receiving VA benefits, this information will auto-populate with a Y (Yes) or N (No) indicator in the Student Information in the UPPC form.
Current Program/Plan Information

Information on the student’s current academic program and plan that was previously filled in under the Student Status section of the paper form will auto-populate in the Current Program/Plan Information section of the UPPC form.
Academic Program Change Requests

Under **Type of Request**, select the type of change being requested: **Option A** or **Option B** depending on if you are requesting a change to the student’s academic program (i.e: UGST to BACH; BMUS to UGST; etc.).

These options correspond to the **Current Program** and **New Program** fields that reside on the paper form:

- If you would circle the same program for both the **Current Program** and **New Program** on the paper form, then you select **Option A** in the online form.
- If you would circle a different program for the **New Program** from the **Current Program**, you select **Option B** on the online form.
If you select **Option B** to change both the Program and the Plan, enter the values in the **Program** and the **Requirement Term** fields for the new program that is being requested. In the paper form, these correspond to the fields for **New Program** and **PG RQ Term**.
Academic Plan Change Requests

Enter the values in the **Academic Plan** and the **Requirement Term** fields for the new plan that is being requested. In the paper form, these correspond to the fields for **New Major & Degree Sought** and **PL RQ Term**.
Map Term/Status Change Requests

If the student is subject to Mapping for the career selected, enter the **Map Term** and **Map Status** the student should have in the new plan. In the paper form, these correspond to the fields for **New Map Term** and **New Map Status**.

**Note:** For students who are not subject to Mapping, the **Map Term** and **Map Status** fields will not populate in the UPPC form.