


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.



FLORIDA STATE UNIVERSITY

Undergraduate Major Change Request

Revised 10/19/2016

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	Middle Name	Last Name	EMPLID/Blackboard Login
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FSU Email Address	Telephone	Date	

Student Status (circle one for each question)

Current Program: **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

International Student **Yes / No** Student Athlete **Yes / No** Receiving VA Benefits **Yes / No**

Current Major: Map Term: Map Status:

Change Primary Major (career 0, seq 10)

New Program: (circle one) **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

New Major & Degree Sought:

ADVISOR/MAPPING COORD SIGNATURE: Effective Date:

PG RQ Term: PL RQ Term: New Map Term: New Map Status:


Student Information

First Name Jane	Total Hours Earned 16.000
Middle Name	Expected Grad Term 2021 Summer
Last Name Zztest	Current Excess Credit Counter 79.00
Emplid 999999999	Current Excess Credit Hours Threshold 132.00
FSUID ZZTEST	FSU GPA (Cumulative Enrollment) 3.450
FSU Email Address zztest@fsu.edu	Overall GPA (Cumulative Combined) 3.450
Mobile Phone Number 555/555-5555	

Student Athlete N
International Student N
Student Veteran N

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.

 **FLORIDA STATE UNIVERSITY**
Undergraduate Major Change Request
Revised 10/13/2016

First Name: _____ Middle Name: _____ Last Name: _____ EMPLID/Blackboard Login: _____
FSU Email Address: _____ Telephone: _____ Date: _____

Student Status (circle one for each question)

Current Program: **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

International Student **Yes** / **No** Student Athlete **Yes** / **No** Receiving VA Benefits **Yes** / **No**

Current Major: _____ Map Term: _____ Map Status: _____

Change Primary Major (career 0, seq 10)

New Program: (circle one) **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

New Major & Degree Sought: _____

ADVISOR/MAPPING COORD SIGNATURE: _____ Effective Date: _____

PG RQ Term: _____ PL RQ Term: _____ New Map Term: _____ New Map Status: _____

Current Undergraduate Program/Plan Information

Career Number 0

Program BACH Bachelor's Degree

Requirement Term 2201 2020 Spring

Academic Plan CLASARCHBA Classical Archaeology - BA

Requirement Term 2201 2020 Spring

Plan Sequence 10

Map Term 02


Map Status 0

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.



FLORIDA STATE UNIVERSITY
Undergraduate Major Change Request
Revised 10/13/2016

First Name	Middle Name	Last Name	EMPLID/Blackboard Login
FSU Email Address	Telephone	Date	

Student Status (circle one for each question)

Current Program:	BACH	BMUS	DANCE	FILMS	NRBSN	THBFA	UGST
International Student	Yes / No	Student Athlete	Yes / No	Receiving VA Benefits	Yes / No		
Current Major:			Map Term:			Map Status:	

Change Primary Major (career 0, seq 10)


New Program: (circle one)	BACH	BMUS	DANCE	FILMS	NRBSN	THBFA	UGST
New Major & Degree Sought:							
ADVISOR/MAPPING COORD SIGNATURE				Effective Date:			
PG RQ Term:		PL RQ Term:		New Map Term:		New Map Status:	

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

- A. Change Primary Plan (within current Program, e.g. UGST -> UGST)
- B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

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**.

 **FLORIDA STATE UNIVERSITY**
Undergraduate Major Change Request
Revised 10/13/2016

First Name Middle Name Last Name EMPLID/Blackboard Login

FSU Email Address Telephone Date

Student Status (circle one for each question)

Current Program: **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

International Student **Yes / No** Student Athlete **Yes / No** Receiving VA Benefits **Yes / No**

Current Major: _____ Map Term: _____ Map Status: _____

Change Primary Major (career 0, seq 10)

New Program: (circle one) **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

New Major & Degree Sought: _____

ADVISOR/MAPPING COORD SIGNATURE _____ Effective Date: _____

PG RQ Term: _____ PL RQ Term: _____ New Map Term: _____ New Map Status: _____

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number 0

Program

Requirement Term

Academic Plan

Requirement Term

Plan Sequence 10


Map Term

Map Status

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.

 **FLORIDA STATE UNIVERSITY**
Undergraduate Major Change Request
Revised 10/13/2016

First Name Middle Name Last Name EMPLID/Blackboard Login

FSU Email Address Telephone Date

Student Status (circle one for each question)

Current Program: **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

International Student **Yes / No** Student Athlete **Yes / No** Receiving VA Benefits **Yes / No**

Current Major: _____ Map Term: _____ Map Status: _____

Change Primary Major (career 0, seq 10)

New Program: (circle one) **BACH** **BMUS** **DANCE** **FILMS** **NRBSN** **THBFA** **UGST**

New Major & Degree Sought: _____
Effective Date: _____

ADVISOR/MAPPING COORD SIGNATURE

PG RQ Term: _____ PL RQ Term: _____ **New Map Term: _____ New Map Status: _____**

Type of Request

Select the type of program/plan change you are requesting with this form. Select one option only.

A. Change Primary Plan (within current Program, e.g. UGST -> UGST)

B. Change Primary Plan (within a different Program, e.g. UGST -> BACH)

Select career number from current programs Career Number 0 ▾

Use the spyglasses to look up and change the plan information for the student below. You must select a value for all fields with a spyglass. If no changes are required to the Requirement Term, Map Term and/or Map Status values, use the spyglass to select the current values for the student.

Career Number 0

Program 🔍

Requirement Term 🔍

Academic Plan 🔍

Requirement Term 🔍

Plan Sequence 10

Map Term ▾

Map Status ▾