

Academic Program Maintenance

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-1425

STUDENT INFORMATION			
_____	_____	_____	U _____
LAST NAME	FIRST NAME	MI	U-NUMBER
CHANGE PROGRAM(S)			
Effective Term/Year: _____		TTP Major/Conc: _____	
CURRICULUM	FIELD OF STUDY		
College: _____	Major 1: _____	Major 1 conc 1: _____	_____
Degree: _____		Major 1 conc 2: _____	_____
5 th Yr UG (5Y) – requires a major	Major 2: _____	Major 2 conc 1: _____	_____
Post Bachelors (PB) – no major		Major 2 conc 2: _____	_____
Previous curriculum - ACTIVE	Minor 1: _____	Minor 2: _____	_____
Previous curriculum - INACTIVE			
Notes: _____			
OTHER CHANGES: Only enter values if changes are required to be made by Registrar Office staff.			
Expected Graduation Term: _____		Catalog Term: _____	
STUDENT NOTICES			
<ul style="list-style-type: none">• TTP (Tennessee Transfer Path) students changing from the major that corresponds to their TTP program may be required to complete significantly more credit hours for degree completion in the new major.• Veterans who claim benefits should also contact Veterans Services (003 Wilder Tower).• Academic Common Market Residency could be impacted by a change of curricula.• Athletes require approval from CAAS.			
CAAS Approval: _____			
SIGNATURES			
Student Signature: _____		Date: _____	
Advising/Official Signature: _____		Date: _____	
FOR REGISTRAR OFFICE'S USE ONLY			
Entry Date: _____		Initials: _____	

Academic Program Maintenance

Office of the Registrar, University of Memphis, 003 Wilder Tower / Fax: 678-1425

Use this form for ALL academic program changes, including college, degree, major(s), minor(s), concentration (s), expected graduation terms, catalog term, or student level (attributes).

General Instructions and Requirements

- ✓ Complete all appropriate sections of the form; except for signatures, please print.
- ✓ The signature of the appropriate advising/college official is required.

Completing and Processing the Academic Program Maintenance Form

- ✓ **U-Number** - The student's U-Number (Banner ID) always begins with the letter "U"; please fill in the remaining 8 digits.
- ✓ **In the Change Program(s) block:**
 - Enter the effective Term and Year of the change (ex, *Fall/2007* or *200780*, *Spring/2008* or *200810*, *Summer/2008* or *200850*). When using all digit (ex, 200780), indicate the term with the last two digits: 80=Fall, 10=Spring, and 50=Summer.
 - Indicate if the student graduated from a community college in a Tennessee Transfer Path (TTP) program by listing the TTP major/concentration from SOAPCOL.
- ✓ **In the Curriculum Block:**
 - Indicate change of **college** (ex, AS to FBE) or **degree** (ex BS to BBA).
 - Check if the student is adding a UG 5th year (5Y) program. Entry of a major is required.
 - Check if the student is requesting a post bachelor program (PB); no major permitted.
 - Indicate whether the previous curriculum remains ACTIVE or becomes INACTIVE. Check one only.
- ✓ **In the field of study block:**
 - Enter a major if the student is changing or adding a major.
 - Enter a major/concentration if appropriate.
 - Enter a second major if appropriate.
 - Enter a second major/concentration if appropriate.
 - Enter minor 1, if appropriate
 - Enter minor 2, if appropriate

Other changes

- ✓ **Expected Graduation Term** - Enter the student's new graduation term if it has changed. Please include the term and year (ex, *Fall/2007* to *Spring/2008*).
- ✓ **Catalog term** - Enter if the student's new catalog term has changed (ex, 200680 to 200580).

Student notices

- ✓ Degree/credit hour requirements could be adversely affected if a TTP student changes to a major other than one corresponding to the TTP program.
- ✓ Certified Veterans should contact Veterans services when making a program change. Refer these students to 003 Wilder Tower.
- ✓ Academic Common Market Residency could be impacted by a change of curricula.
- ✓ Athletes require approval from CAAS.

In the Signatures block:

- ✓ Both the Advisor/Official and the Student must sign the form.
- ✓ The College should retain one copy of the completed form. The Student should turn in or FAX one copy of the form to the Registrar's Office, 003 Wilder Tower, (FAX: 678-1425).