Academic Program Maintenance – ‘TO BE’

**Exclusions include:**
- Applied Graduation
- Prior Effective Term
- 5th Year Student
- Non-Currently Enrolled

**Limitations of DocuSign required 5 different forms had to be created for routing**
- Advisor
- Athletic
- UmGlobal (2)
- Exceptions

**Process Academic Changes**
- Go To P1 B

**Meet With Student**
- Validate Eligibility (Banner Student)
- Eligible?
  - YES: Access Academic Curriculum Change Tool
  - NO: Eligible?
    - YES: Go To P2 A
    - NO: Excluded?
      - NO: Athletic Student?
        - NO: UM Global Student?
          - NO: Go To P2
          - YES: Go To P2 E
        - YES: Are you Primary Advisor?
          - NO: Leaving UmGlobal?
            - NO: Excluded?
              - YES: Create Academic Maintenance Exception (DocuSign)
              - NO: Go To P2 C
            - YES: Go To P2 D
          - YES: Create Academic Maintenance Global (DocuSign)
        - YES: Go To P2 F
      - YES: Create Academic Maintenance Athletic Form (DocuSign)
    - YES: Create Academic Maintenance Athletic Form (DocuSign)

**Inform Student**
- Visit Athletic Advisor

**Update Academic Maintenance Form**
- Approved?
  - YES: Go To P2 H
  - NO: Go To P2 I

**Validate Eligibility**
- Student Eligible?
  - YES: Create Academic Maintenance Athletic Form
  - NO: Go To P2 G

**Review/Approve Academic Maintenance Form**
- Validate Eligibility
  - Approved?
    - YES: Go To P2 H
    - NO: Go To P2 I
Note: On revisions some departments do not send form back to faculty for signature.