

MAJOR STATUS CHANGE REQUEST FORM

COLLEGE: _____

DEPARTMENT/PROGRAM: _____

CONTACT PERSON: _____ EFFECTIVE DATE: _____

NAME OF DEGREE PROGRAM: _____ CIP CODE: _____

NAME OF MAJOR: _____ MAJOR CODE: _____

ASSOCIATED MAJOR and PLAN CODE(s): _____

(e.g., NFA or prerequisites-incomplete major codes that need to change as a result)

Does this action suspend/unsuspend an entire degree at that level (B, M, D)? YES NO

DESCRIPTION AND RATIONALE FOR CHANGE: (include last term to admit, last term to graduate, plans to notify students, and address other timing issues):
*Note: Temporary suspensions may not last longer than 9 semesters.

CHANGE REQUESTED:
Officially Delete the major at all degree levels.
Officially Delete the major at the following degree level(s):
B ___ M ___ S ___ D ___
Temporarily Suspend* listing the major at all degree levels.
Temporarily Suspend* listing the major at the following degree level(s):
B ___ M ___ S ___ D ___
Unpublish the major but keep active at all degree levels.
Unpublish the major but keep active at the following degree levels:
B ___ M ___ S ___ D ___
Unsuspend or Publish a previously suspended or unpublished major.
B ___ M ___ S ___ D ___
Note in narrative any major variations (thesis/non-thesis, etc.) NOT affected.

Department Chair/Program Director Date

Academic Dean Date

Dean of The Graduate School (where applicable) Date

Dean of Undergraduate Studies (where applicable) Date

Vice President for Faculty Development and Advancement Date

SACSCOC Liaison Date

NOTES ON MAJOR STATUS CHANGE REQUEST FORM

The purpose of the Major Status Request Form is to document requests from departments/programs/colleges to alter the status of an existing major code. New majors or degrees are proposed through separate processes; please contact Associate Vice President for Faculty Development and Advancement Jennifer Buchanan at 644-6876 or jbuchanan@fsu.edu for more information.

The Major Status Request Form should be sent to the Office of Faculty Development and Advancement with all applicable signatures. Dr. Sanghyun Jeon (sjeon@fsu.edu) administers the process and provides assistance to departments/programs.

There are several ways in which the status of a major can be changed by using this form. Descriptions and examples of each are found below:

Officially Delete

Description: Begins the process of deleting an existing major code from the degree inventory. If no students are enrolled in the major code, the code is deleted upon approval and processing of the request. If students are enrolled in the major code, the notation "pending deletion" is placed on the major code until all students are removed from the code by graduation or transfer. Note that all students must be made aware of the impending deletion and students should be monitored by an adviser to completion or transfer through an official "Teach-Out" plan that is shared with SACSCOC. Applicants to the University who have expressed interest in the program must also be advised of the major's impending deletion - contact Admissions for assistance.

Example: When a department/program/college has determined that a specific major will no longer be offered within an existing degree program. If an entire degree program will be eliminated, a more formal process must be initiated through the Office of Faculty Development and Advancement.

Temporarily Suspend

Description: Takes a currently active major code and makes the code inactive. This removes the major code from the options available to applicants for admission to the University and places the notation "temporarily suspended" by the major on the degree program inventory. New students may be placed into the major code administratively.

Example: When a department/program is re-evaluating the curriculum in a major and wants to interrupt admissions for a specific time period.

Note that per BOG Regulation 8.012, degrees may not be temporarily suspended for longer than 9 semesters.

Unpublish

Description: Effectively "hides" the major code for admissions purposes but does not affect the code's active status.

Example: When interdisciplinary programs with numerous major codes unpublish all codes except the one through which they channel their admissions. The codes remain active, because admitted students are placed in the unpublished codes in order to be affiliated later with a particular academic department.