



## 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](mailto: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. [Sanghyun Jeon at sjeon@fsu.edu](mailto: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. At times, applicants to the University must also be advised of the major’s impending deletion.

**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, and students may be graduated from the major code.

Example: When a department/program is reT evaluating the curriculum in a major and wants to interrupt admissions.

**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 with a particular academic department.