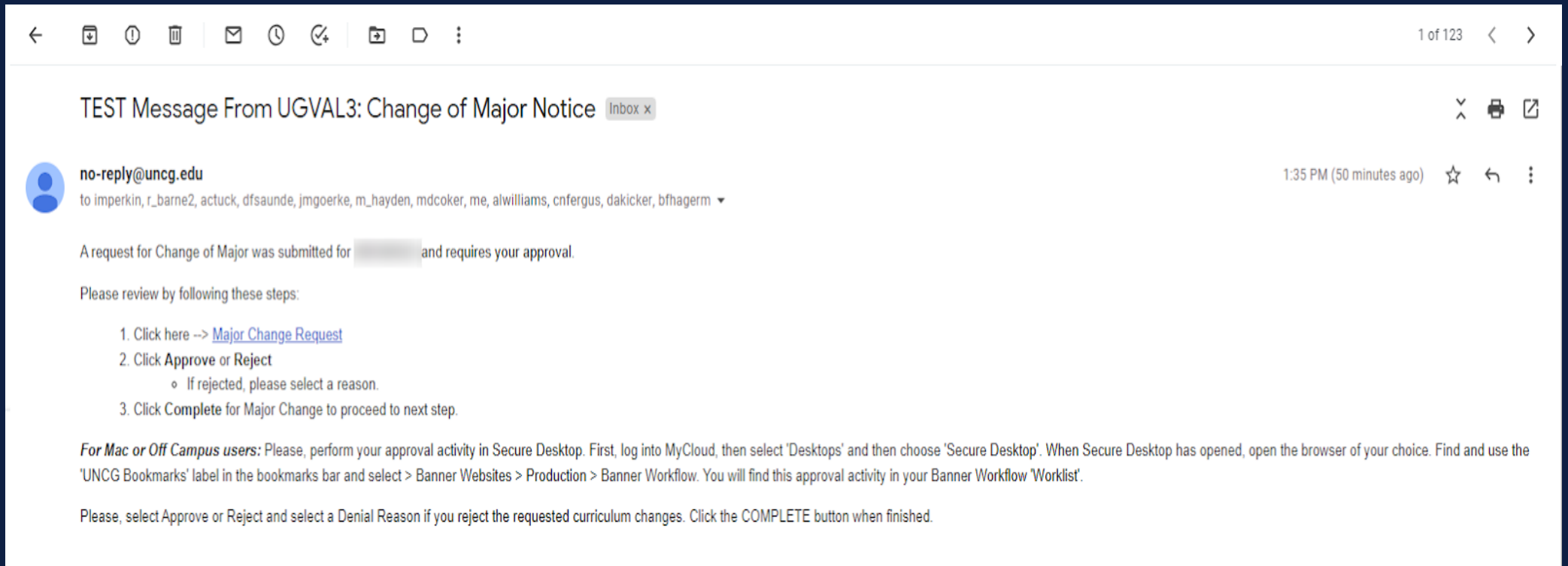# UNCG Curriculum Change Form

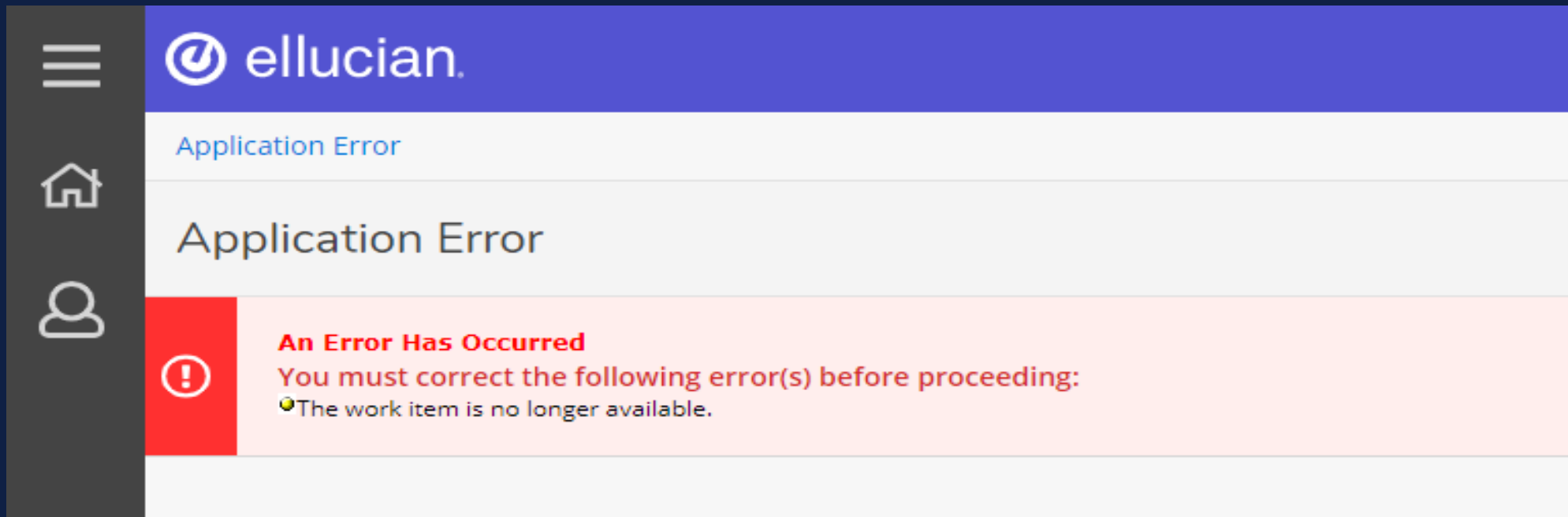Authorized Approvers Guide

Authorized Approver's Guide

- Once the form is submitted the approving department will get an email notification notifying them of the recent submission.

- The approver will click on the Major Change Request link to start the approval process.

Authorized Approver's Guide

- You should keep in mind that in such a case there are 2 or more people who can approve/deny the request, then the person who opens the link first owns the approval process.

- If the link is already opened by another person who is authorized, then they would see this message.

Authorized Approver's Guide

- The notification once opened would look like this below.
- You can see the change request and the previous curriculum information.
- Earned Hours and the GPA.

Request:

15-SEP-22 -

Change Request:

Request Information		
To Department	CLA	Classical Studies
School 1	AS	College of Arts and Sciences
Campus 1	G	Greensboro Main
Program 1	AS-UG-BA-G	BA - Arts and Sciences
Program 1 Catalog Year	2022	Academic Year 2022-2023
Program 1, Major 1	CLAS	Classical Studies
Program 1, Major 1, Concentration 1		
Program 1, Major 1, Concentration 2		
Minor 1	CHEM	Chemistry
Minor 2		
Minor 3		

Current Curriculum:

Curriculum Information		
From Department	CLA	Classical Studies
School 1	AS	College of Arts and Sciences
Campus 1	G	Greensboro Main
Program 1	AS-UG-BA-G	BA - Arts and Sciences
Program 1 Catalog Year	2022	Academic Year 2022-2023
Program 1, Major 1	CLAS	Classical Studies
Program 1, Major 1, Concentration 1		
Program 1, Major 1, Concentration 2		
Minor 1	CHEM	Chemistry
Minor 2		
Minor 3		

Earned Hours:

45

GPA:

3.317142857

Authorized Approver's Guide

- At this point, if you choose to Approve the request all you have to do is click on Approve and then click on Complete.

- This will move the student's request to the next step in the workflow.

Authorized Approver's Guide

- If you choose to Deny the request, click on Reject.

- You will need to select the Reason for Denial.

- If the student is denied for reasons that are not specified, you can use Departmental Denial.

Authorized Approver's Guide

- If the student is denied for reasons that are not specified, you can use Departmental Denial.

- An email is sent to the Student with the reason and for them to reach out to their advisor.

- The advisor will also receive an email regarding the denial.

Dear [Student],

Your major change request has been denied based on [denial reason]. Please reach out to your advisor [Primary Advisor Name], who is also copied on this email notification, to discuss the next step you should take in the process.

Authorized Approver's Guide

- If the student is Approved the student's request will come to the URO for review.
- The URO will receive an email with the link to click on.
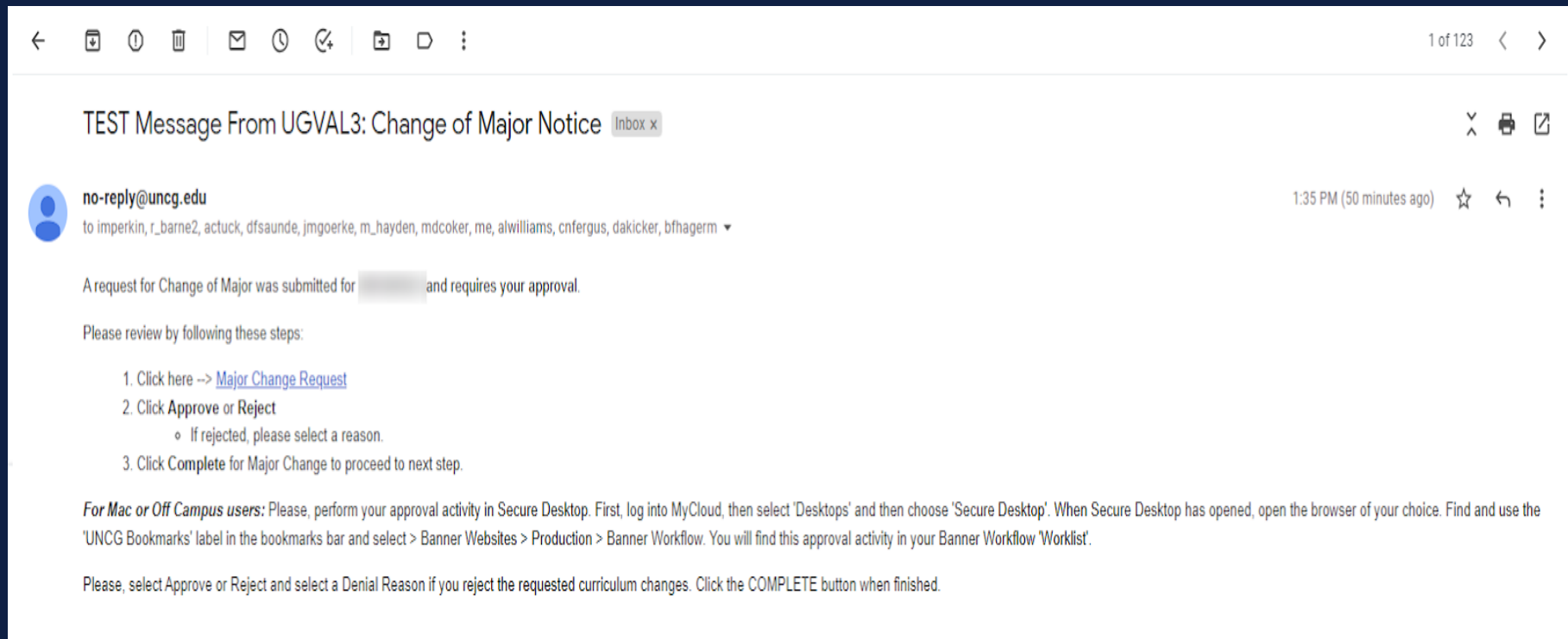
Authorized Approver's Guide

- The authorized approver for the URO can also see the Request Information and the Curriculum Information.
- The Earned Hours and the GPA are also displayed.
- They can also see the Exception Flag.

Curriculum Change - URO Review

Request:

24-JUN-22 -

Change Request:

Request Information		
To Department	CHE	Chemistry & Biochemistry
School 1	AS	College of Arts and Sciences
Campus 1	G	Greensboro Main
Program 1	AS-UG-BA-G	BA - Arts and Sciences
Program 1 Catalog Year	2021	Academic Year 2021-2022
Program 1, Major 1	CHEM	Chemistry
Program 1, Major 1, Concentration 1		
Program 1, Major 1, Concentration 2		
School 2	VP	College Visual/Performing Arts
Campus 2	G	Greensboro Main
Program 2	VP-UG-LIC-G	LIC - Visual/Performing Arts
Program 2 Catalog Year	2021	Academic Year 2021-2022
Program 2, Major 1	ART	Art

Current Curriculum:

Curriculum Information		
From Department	PHY	Physics and Astronomy
School 1	AS	College of Arts and Sciences
Campus 1	G	Greensboro Main
Program 1	AS-UG-BS-G	BS - Arts and Sciences
Program 1 Catalog Year	2020	Academic Year 2020-2021
Program 1, Major 1	PHYS	Physics
Program 1, Major 1, Concentration 1		
Program 1, Major 1, Concentration 2		
Program 1, Major 2	CMPS	Computer Science
Program 1, Major 2, Concentration 1		
Program 1, Major 2, Concentration 2		
Minor 1		
Minor 2		
Minor 3		

Earned Hours:

45

GPA:

3.317142857

Exception Flag?:

N

UNC GREENSBORO

Authorized Approver's Guide

- The Exception Flag tells the authorized approver for the URO whether to approve the request by Automation or Approve Perform Manually.

- Complicated Curriculum requests are processed manually and the Exception Flag for those complicated curriculum requests have an Exception Flag of Y.

* Decision
- ◯ Approve Automation
- ◯ Approve Perform Manually
- ◯ Reject

Reason *:

Selection... ⌄

Please, select Approve Automation, Approve Perform Manually, or Reject and select a Denial Reason if you reject the requested curriculum changes.

**********Click the COMPLETE button when finished**********

Cancel   Save & Close   Complete

Authorized Approver's Guide

- Once the request is approved by automation, an email is sent to the student, notifying them of the approval.

Dear [Student],

The curriculum/major change request recently submitted has been approved and your academic records have been updated. Please check in Degree Works to verify all changes were made according to your request and reach out to your advisor if you have questions or concerns.

Undergraduate Admissions Major Change Requests

- Students select a major when applying.
  - Based on the student type and certain parameters, such as transfer hours, we may request they change their major.
  - Students may request a change via their application status page, email, or phone calls.
- Operations will review the request to ensure the student it eligible for the major.
  - Depending on the status of the application, we may update Slate and let our process update banner
  - Student with a learner record have to be manually updated.
- If the student is not eligible, we will contact them and depending on the situation we'll have a counselor contact them to discuss options.

APPLICATION STATUS

This application is for: Fall 2024

Your student type is: First Year

Your application major is: Nursing [Update]

Your current application status is: Awaiting Payment

Update Your Major ✕

Major change requests can take up to 2 business days to complete. Please be aware that certain majors have secondary admission requirements.

Please note that incoming students can only declare a primary major. After you have enrolled and begun classes you may declare secondary programs and minors.

Your current major is: Nursing

Please select a new major from the list below: