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 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?   YES   NO

RATIONALE FOR CHANGE:	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	☐ **Unsuspend or Publish** a previously suspended or unpublished major.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 ☐

_____
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

_____
SACS 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 Assistant Vice President for Faculty Development and Advancement Jennifer Buchanan at 644-6876 or jbuchanan@admin.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. Ms. Carol DeLoach (644-1259 or cdeloach@admin.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.

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 re-evaluating the curriculum in a major and wants to interrupt admissions.

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.