

# UNDERGRADUATE STUDENT CHANGE OF CURRICULUM



Any curriculum changes made after the add/drop period will not be effective until the following semester, unless the curriculum change is for a pending graduation petition for the current term. The student is responsible to complete sections 1-4 and are responsible for obtaining the decision and signatures in Section 5 from the Department Chair or Authorized Approver of the new major/minor/concentration before submitting to Enrollment Services ([enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu)) or via the One Stop Center.

## 1. Student Information

Name \_\_\_\_\_ Student ID \_\_\_\_\_

Are you on a student VISA (F-1 or J-1)?  Yes  No

Are you a current Lawrence Tech athlete?  Yes  No Sport \_\_\_\_\_

## 2. Change of Major (including Certificates), Minor, and/or Concentration

Major(s) to be **ADDED**... (*Example: Bachelor of Science in Mechanical Engineering*)

\_\_\_\_\_

If **ADDING** a major, is it to be added as a secondary major?  Yes  No (if No, list your old major below)

Major(s) to be **REMOVED**...

\_\_\_\_\_

ADD  REMOVE **Minor** \_\_\_\_\_

ADD  REMOVE **Minor** \_\_\_\_\_

ADD  REMOVE **Concentration** \_\_\_\_\_

ADD  REMOVE **Concentration** \_\_\_\_\_

## 3. Student Authorization for Change of Curriculum

By completing and signing this form:

1. I understand I am declaring or removing the selected major, minor and/or concentration and must meet all academic and University requirements prior to completion of my current degree program
2. If I am a student-athlete, I also am aware of my Athletic Eligibility if I were to declare or remove a major, minor and/or concentration.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Handwritten signature required)

#### 4. Undergraduate GPA Reset (optional)

The first time an undergraduate student performs an Intra-University transfer, they are eligible for a one-time GPA reset to 0.00. If the reset is not elected for the first Intra-University transfer process, it is not available at a future date.

Changing majors between colleges is the most common Intra-University transfer, however others do exist. See the attached list for all major combinations that result in an Intra-University transfer. If the reset is elected, the department chairperson or program director of the new major will complete a transfer evaluation form, as if for a new student. Courses completed at Lawrence Tech and other institutions will be reviewed and transfer credit will be granted, if applicable. Note: NO course with a grade lower than a "C" may be transferred into the new major. All academic history is preserved, but will appear on a separate part of the academic transcript.

I decline the one-time reset of my grade point average to 0.00 and understand that I may not elect to reset my grade point average in the future.

I elect the one-time reset of my grade point average to 0.00.

I understand the following:

1. I may not return to my current major at any point in my studies at Lawrence Tech.
2. The GPA reset is not reversible.
3. All courses and grades earned prior to my transfer to the new major will remain on my academic record and will no longer be available for any transaction, including grade changes and recalculation.
4. Any future transactions I choose to make will not reset the grade point average. **From this point until the completion of my degree, my GPA will be cumulative and all courses taken in the semester when my new major begins and subsequent semesters will be included in my grade point average.**
5. Only courses completed in my previous program for which I received a grade of "C" or better may transfer into my new program. I understand this may change my class level and may affect my financial aid eligibility. **I should meet with my Financial Aid Counselor and Academic Advisor to determine my eligibility and the effect it may have.**

Student Signature (for GPA Reset) \_\_\_\_\_ Date \_\_\_\_\_

#### 5. Department Chairperson (or Authorized Approver) Decision for New Major/Minor/Concentration\*

If the GPA Reset is elected, the Department Chairperson Authorized Approver of the new major/minor/concentration must complete a transfer evaluation form, including review of all previous school transcripts. To obtain transcripts, contact [enrollmentservices@ltu.edu](mailto:enrollmentservices@ltu.edu).

Approved     Denied    Student's GPA will:     Remain the same     Reset to 0.00

Reasons/Comments: \_\_\_\_\_

\*Signature(s) of Authorized Approver: \_\_\_\_\_ Date \_\_\_\_\_

\*\*2<sup>nd</sup> Signature(s) of Authorized Approver \_\_\_\_\_ Date \_\_\_\_\_

\*Student is responsible for obtaining the decision and signature from the Department Chair or Authorized Approver of the new major/minor/concentration. \*\*BOTH Program Director and Department Chair signature are required for College of Engineering only.

Enrollment Services Use Only:

Athlete Attribute: \_\_\_\_\_ Grad App: \_\_\_\_\_ Date entered in student record: \_\_\_\_\_ Completed By: \_\_\_\_\_



### Allowable 0.00 GPA reset options

Find your previous undergraduate major in the table below. If your new major is among those listed in the corresponding new major category, this means you are eligible for the optional, one-time grade point average reset to 0.00, as explained on the Change of Curriculum form. The grade point average reset option is not available if you are changing concentrations within the same degree program. Please read this form very carefully and consult with your advisor before electing or declining this option.

Previous Major	New Major
BSBA (Accounting)	Any Undergraduate Major EXCEPT BSBA (Finance), BSBA (General Business), BSBA (Information Technology), BSBA (Marketing)
Architectural Engineering	Any undergraduate major in the College of Architecture & Design, Arts & Sciences, or Business & Information Technology; any major in the Engineering Technology department
Architectural Studies	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Game Design, Graphic Design, Interaction Design, Industrial Design or Transportation Design
Architecture	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Game Design, Graphic Design, Interaction Design, Industrial Design or Transportation Design
Audio Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology
Biomedical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Chemical Biology	Any undergraduate major <u>except</u> Chemistry, Environmental Chemistry, or Premedical Studies
Chemistry	Any undergraduate major <u>except</u> Chemical Biology, Environmental Chemistry, or Premedical Studies
Civil Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Computer Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Computer Science	Any undergraduate major
Construction Engineering Technology & Management	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology
Electrical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Embedded Software Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Environmental Chemistry	Any undergraduate major <u>except</u> Chemical Biology, Chemistry, or Premedical Studies
BSBA (Finance)	Any Undergraduate Major EXCEPT BSBA (Accounting), BSBA (General Business), BSBA (Information Technology), BSBA (Marketing)
Game Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Architecture, Graphic Design, Industrial Design, Interaction Design, Interior Architecture, or Transportation Design.
BSBA (General Business)	Any Undergraduate Major EXCEPT BSBA (Accounting), BSBA (Finance), BSBA (Information Technology), BSBA (Marketing)
General Studies	None
Graphic Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Architecture, Game Design, Industrial Design, Interior Architecture, or Transportation Design

Industrial Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Architecture, Game Design, Graphic Design, Interaction Design or Interior Architecture
Industrial Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
BSBA (Information Technology)	Any Undergraduate Major EXCEPT BSBA (Accounting), BSBA (Finance), BSBA (General Business), and BSBA (Marketing)
Information Technology	Any undergraduate major
Interaction Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Architecture, Game Design, Industrial Design, Interior Architecture, or Transportation Design
Interior Architecture	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Game Design, Graphic Design, Industrial Design, Interaction Design or Transportation Design
BSBA (Marketing)	Any Undergraduate Major EXCEPT BSBA (Accounting), BSBA (Finance), BSBA (General Business), BSBA (Information Technology)
Mathematical Sciences	Any undergraduate major <u>except</u> Mathematics & Computer Science
Mathematics & Computer Science	Any undergraduate major <u>except</u> Mathematical Sciences
Mechanical & Manufacturing Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology
Mechanical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Media Communication	Any undergraduate major
Molecular & Cell Biology	Any undergraduate major <u>except</u> Chemical Biology or Premedical Studies
Nursing	Any undergraduate major
Physics	Any undergraduate major <u>except</u> Physics & Computer Science
Physics & Computer Science	Any undergraduate major <u>except</u> Physics
Psychology	Any undergraduate major
Radio & Television Broadcasting	Any undergraduate major <u>except</u> Media Communication
Robotics Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Business & Information Technology; any major in the Engineering Technology department
Technological Humanities	Any undergraduate major
Transportation Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Business & Information Technology; Architecture, Game Design, Graphic Design, Imaging, Interaction Design or Interior Architecture