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):	CHANGE REQUESTED:
	___ **Officially Delete** the major.
	___ **Temporarily Suspend*** listing the major.
	___ **Unpublish** the major but keep active.
	___ **Unsuspend or Publish** a previously suspended or unpublished major.
	**
	Is this change for all levels or specific degree levels?
	All levels
	Specific level(s) indicated below
	**
	Degree level(s):
	B M S D
Note in narrative any major variations (thesis/non-thesis, etc.) NOT affected.	*Note: Temporary suspensions may not last longer than 9 semesters.

_____
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

The purpose of the Major Status Request Form is to document requests from academic programs, departments, and colleges to alter the status of an existing major. New majors or degrees are proposed through separate processes; please contact Associate Vice Presidents for Faculty Development and Advancement Jennifer Buchanan (jbuchanan@fsu.edu) or Amy Guerette (aguerette@fsu.edu) for more information.

Colleges should submit this form with DocuSign signatures up to the Vice President for Faculty Development and Advancement. James Beck should be contacted for Graduate School approvals or Ellen Crabtree should be contacted for Undergraduate approvals. Once all signatures are obtained up to FDA, please submit the completed form with signatures to Jennifer Buchanan (jbuchanan@fsu.edu) and Amy Guerette (aguerette@fsu.edu) via email.

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 re-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.