Instructions for Submitting a Change of Degree Plan Request

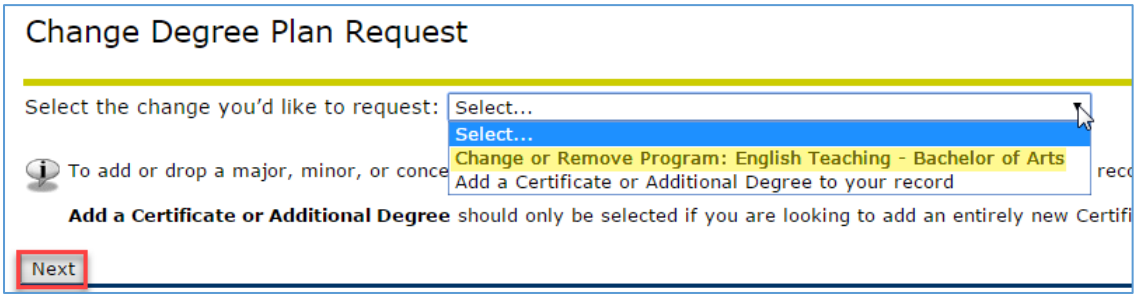
Log into the MyISU portal and select the Student Self-Service Badge. Under the Academics Resources Tab, choose the **Change of Degree Plan Request Form** under "My Degree Plan."

From the Change Degree Plan Request form, click the drop down menu. You will see two options:

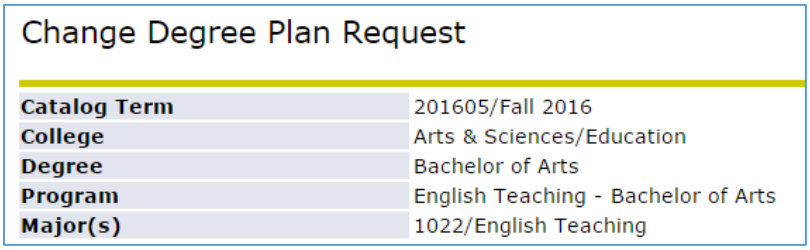
- **Change or Remove Program**: Change your major or add a secondary major, add or drop a minor or concentration, or update your catalog term. (Most of the time, you should use this option.)
- **Add a Certificate or Additional Degree to Your Record**: This should **only** be used if you want to add a certificate or earn two separate bachelor's degrees. Simultaneous bachelors' degrees require completion of 150 credit hours minimum to graduate.

<u>To Change Your Existing Program</u>

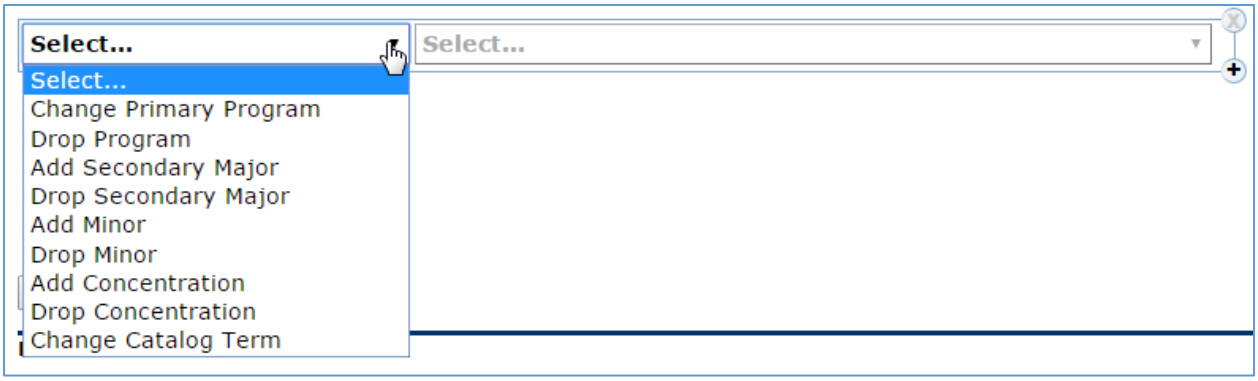
1. Select your current program. Then click Next.



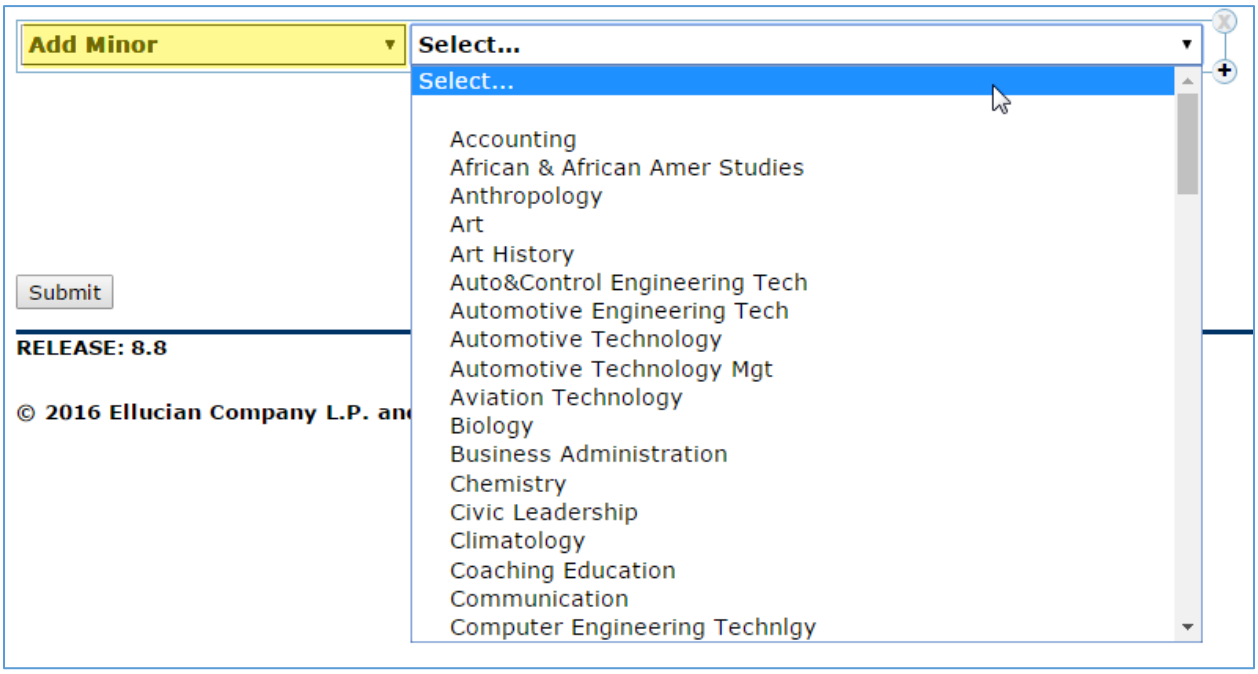
2. You will see a summary of your existing program.



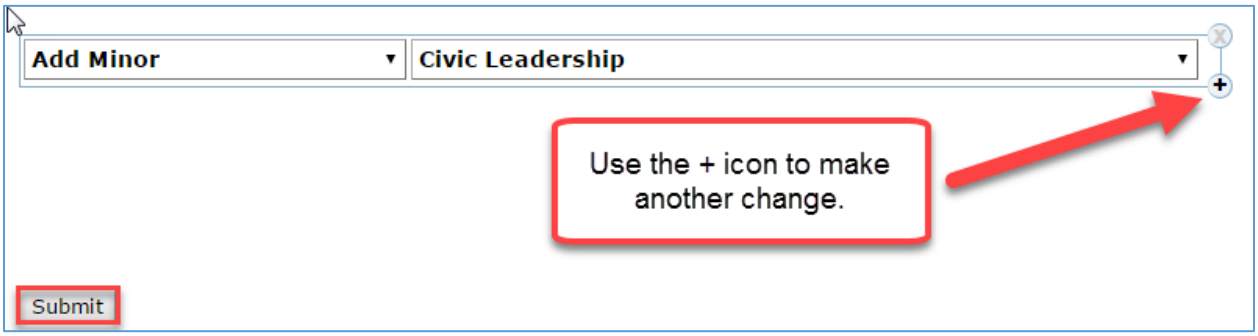
3. Choose the desired action from the drop down menu.



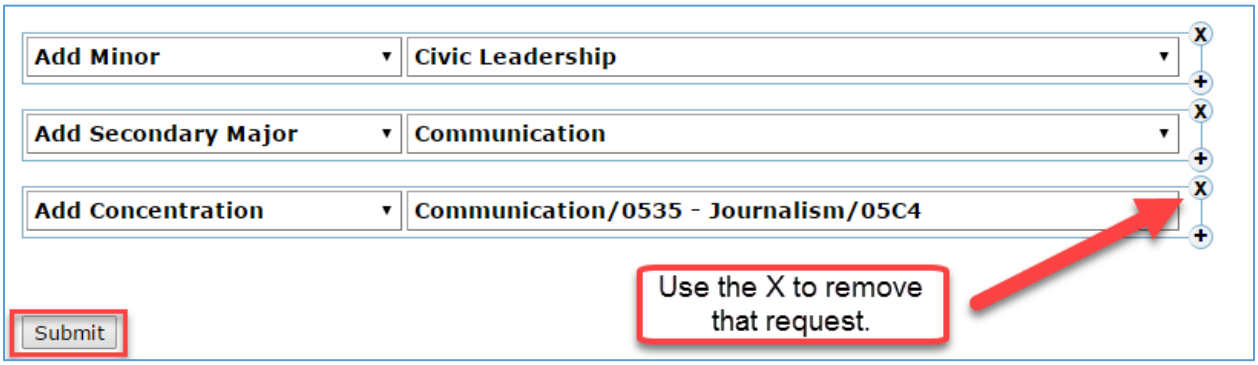
4. In the example below, the student chose to add a minor. Next, click the corresponding drop down menu on the right. You will see a list of options, in this case a list of minors.



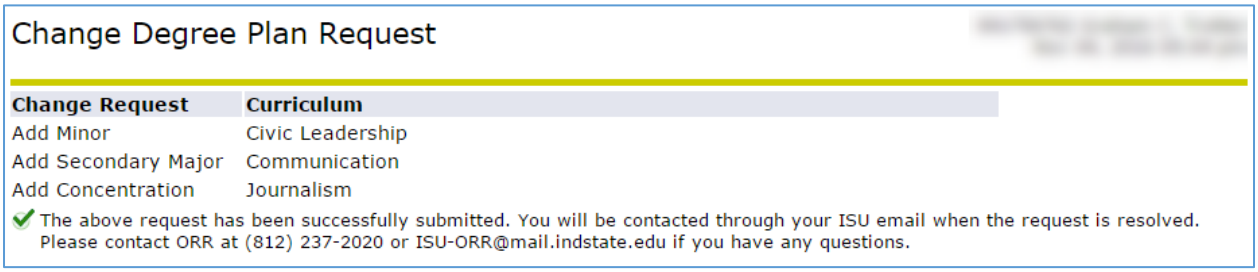
5. Select the respective major, minor, concentration, etc. You may request multiple changes. To do so, click the + icon to add another drop down box. If you are done, click "Submit."



6. Once you have made the desired changes, click Submit.

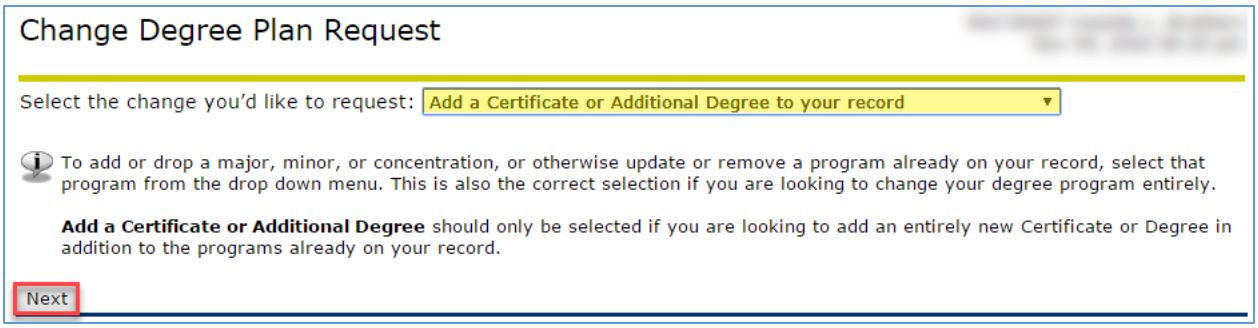


7. You will receive a confirmation that the request was submitted successfully.

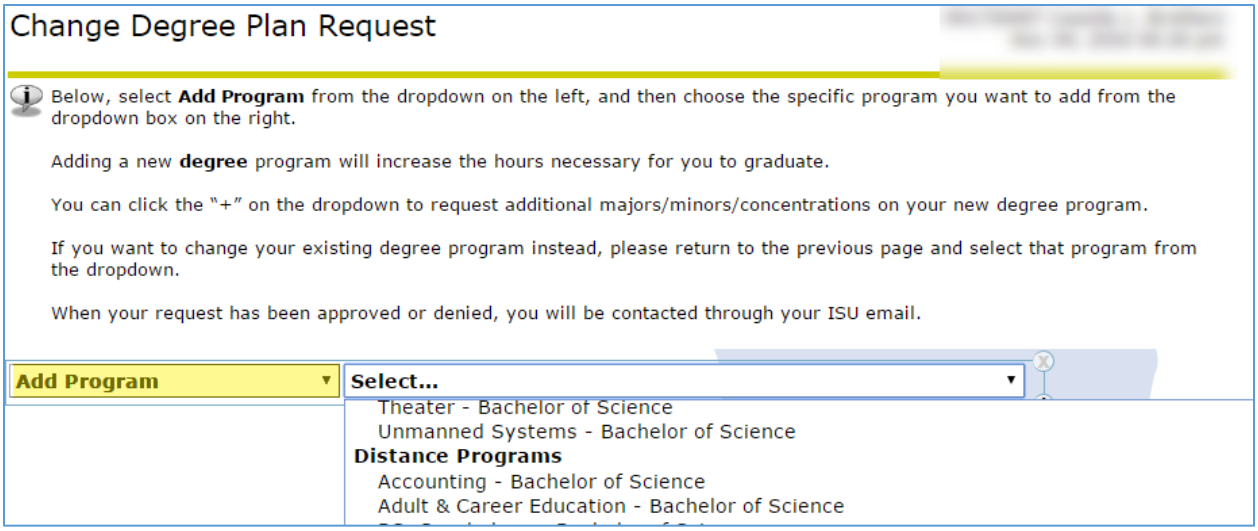


<u>To Add a Second Degree (certificate or second undergraduate degree)</u>

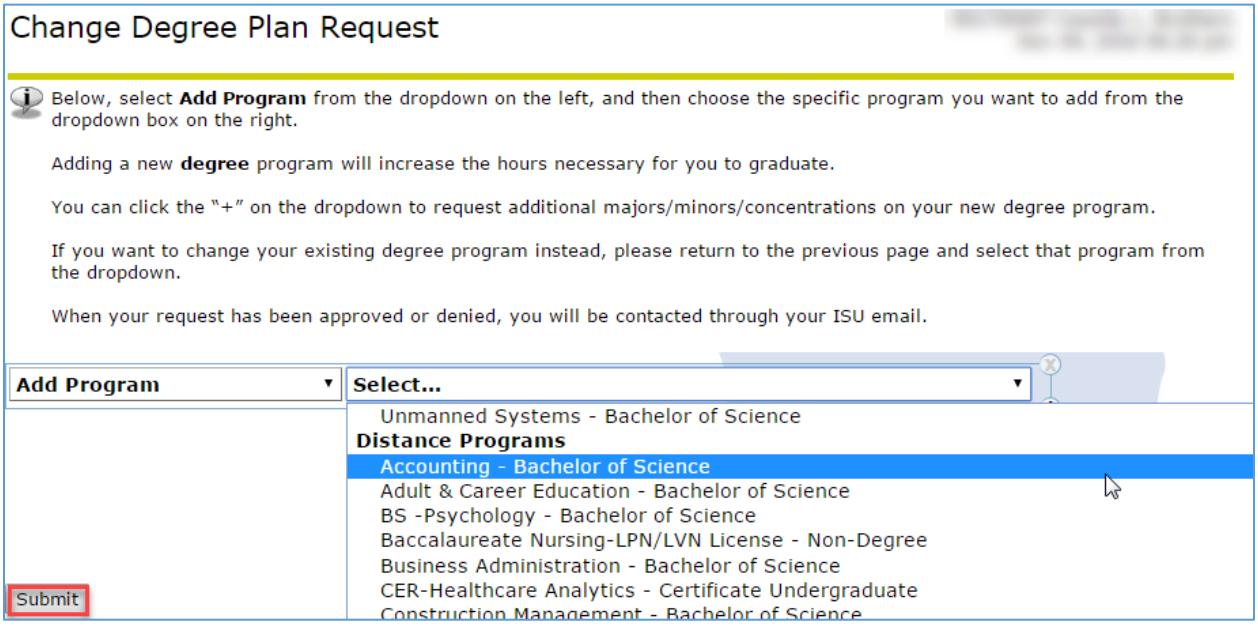
- Choose "New Program." Then click Next.



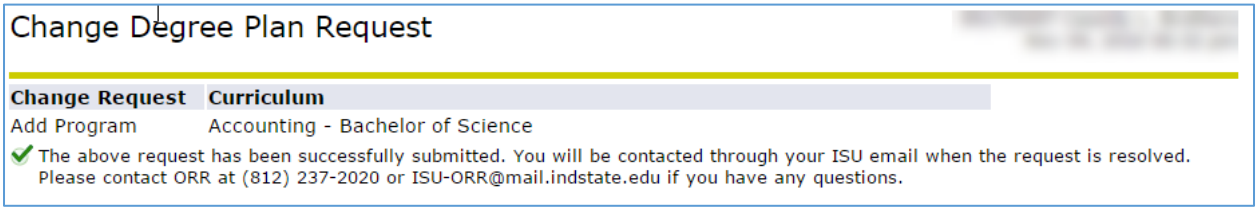
- Choose Add Program from the drop down menu, and then select the program you want to add, followed by Submit.



- Select the desired program in the corresponding drop down box. Please note that distance programs are listed separately, after the on campus programs.

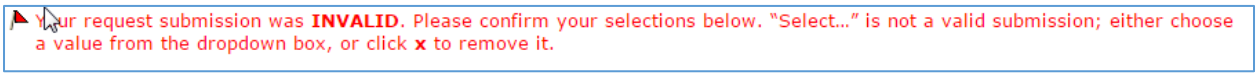


- Click Submit once you have made your selection. You will get a confirmation message if your request was successfully submitted.

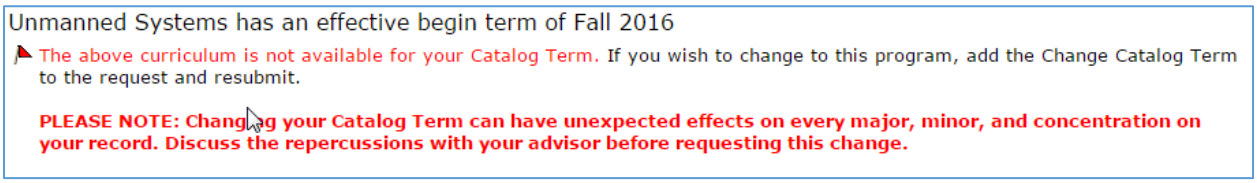


Error Resolution

Below are common error messages and how to correct them:



- If you get this error message, you did not completely fill out each line of the request form. You must choose an action and a respective program/major/minor/concentration.



- If you get this error message, you have selected a program that was not available at the time you began you were admitted (or readmitted). In order to declare the program, you will have to update your catalog term. By updating your catalog term, the degree requirements (for Foundational Studies or your major/minor/concentration) may change would could result in additional requirements. Check with your advisor or run a What If degree audit in MySAM (choose Degree Audit tools from the Academic Resources Tab of the student portal) for the current academic year to see how changing your catalog may affect your graduation timeline.
- If you want to change your catalog term, submit a new Degree Change Request form and choose Change Catalog Terms, along with your other desired curriculum changes.

Next Steps

- Your request will be send to the respective college(s) for approval. You will receive an email notification once the request is approved or denied.
- You can expect it to take approximately 1-2 weeks for the request to be approved.
- You will receive the name and email address of your academic advisors. If your advisor has changed, be sure to contact your new advisor to learn more about the academic requirements for your new program.

Cancel a Request

- If you need to cancel the request, please contact the Office of Registration & Records at (812) 237-2020 or ISU-ORR@mail.indstate.edu and ask them to cancel your change of degree program request. The request that is in progress must be canceled before you can submit a new one.