

**Student Information**

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

Citizen Information: Are you on a student VISA (F-1 or J-1)?       YES       NO

Preferred email \_\_\_\_\_ Phone \_\_\_\_\_

 <p>meet with your current program director or department chairperson to discuss your curriculum change</p>	 <p>schedule a meeting with the program director or department chairperson of your new major</p>	 <p>discuss the changes with your new department and submit the proper completed paperwork to Enrollment Services</p>
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NOTE: Any curriculum changes made after the add/drop period will not be effective until the following semester.

**Change of Major (including Certificates)**

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

*example: Bachelor of Science in Mechanical Engineering*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Minor / Concentration Change**

Add    OR     Remove    Minor \_\_\_\_\_

Add    OR     Remove    Minor \_\_\_\_\_

Add    OR     Remove    Concentration \_\_\_\_\_

Add    OR     Remove    Concentration \_\_\_\_\_

A major change between colleges, known as an Intra-University transfer, may make you eligible for a one-time GPA reset.

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.

## GPA Reset

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The first time an undergraduate student performs an Intra-University transfer, he or she is 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.

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 elect the GPA reset only one time during my studies at Lawrence Tech.
2. I may not return to my current major at any point in my studies at Lawrence Tech.
3. The GPA reset is not reversible.
4. 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.
5. 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 this current semester and future semesters will be included in my grade point average.**
6. 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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## Student Authorization

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By completing and signing this form 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.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## New Major Program Director or Department Chairperson Decision

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

Denied

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

\_\_\_\_\_

Authorized Signature

Date

## Enrollment Services Use Only

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Date received: \_\_\_\_\_

Date sent to department: \_\_\_\_\_

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. Please read this form very carefully and consult with your advisor before electing or declining this option.

Previous Major	New Major
Architectural Engineering	Any undergraduate major in the College of Architecture & Design, Arts & Sciences, or Management; any major in the Engineering Technology department
Architecture	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Imaging or Transportation Design
Audio Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Biomedical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Business Management	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, or Psychology
Chemical Biology	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Chemical Technology	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Chemistry	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Civil Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Communications Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Computer Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Computer Science	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Construction Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Construction Management	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Game Art	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Architecture, Interior Architecture, or Transportation Design
Electrical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Electronic Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
English & Communication Arts	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, and Psychology

Previous Major	New Major
Environmental Chemistry	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
General Studies	None
Humanities	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, and Psychology
Imaging	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Architecture, Interior Architecture, or Transportation Design
Industrial Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Architecture, Imaging, or Interior Architecture
Information Technology	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, or Psychology
Industrial Operations Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Interior Architecture	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Imaging or Transportation Design
Manufacturing Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Mathematics	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Mathematics and Computer Science	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Mechanical Engineering	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management; any major in the Engineering Technology department
Mechanical Engineering Technology	Any undergraduate major in the College of Arts & Sciences, Architecture & Design, or Management
Media Communication	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, and Psychology
Molecular & Cell Biology	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Physics	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Physics & Computer Science	Any undergraduate major in the College of Architecture & Design or Engineering; Business Management, English & Communication Arts, Humanities, Information Technology, Media Communication, or Psychology
Psychology	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, and Physics & Computer Science
Radio and Television Broadcasting	Any undergraduate major in the College of Architecture & Design or Engineering; Chemistry, Chemical Biology, Chemical Technology, Environmental Chemistry, Computer Science, Mathematics, Mathematics & Computer Science, Molecular & Cell Biology, Physics, Physics & Computer Science, and Psychology
Transportation Design	Any undergraduate major in the College of Arts & Sciences, Engineering, or Management; Architecture, Imaging, or Interior Architecture
Undeclared Majors	Determined on a case-by-case basis by the Dean of the College.