



INSTRUCTIONS

Departments should only use this form in situations where students are unable to make changes via Athena. Please provide all pertinent data needed to process the request. Submission of this form by an advisor or department official serves as an acknowledgment that the student has been made aware of the requested changes found below.

Completed forms can be sent from a UGA email address to regsupp@uga.edu.

STUDENT INFORMATION

UGA ID Number *

Student Name *

Has the Student Applied to Graduate? *

Yes

No

CHANGE EXISTING DEGREE / CERT. / MAJOR / MINOR / AREA OF EMPHASIS

Effective Term *

Major Bulletin Term

Note: The new effective term provided will be used as the bulletin term unless otherwise specified.

REPLACE THE CURRENT (SELECT ALL THAT APPLY)

Major Department

WITH THE NEW (SELECT ALL THAT APPLY)

Major Department

NEW ADDITIONAL DEGREE / CERT. / MAJOR / MINOR / AREA OF EMPHASIS

Effective Term*

Major Bulletin Term

Note: The new effective term provided will be used as the bulletin term unless otherwise specified.

NEW ADDITION (SELECT ALL THAT APPLY)

Major Department

INACTIVATE DEGREE / CERT. / MAJOR / MINOR / AREA OF EMPHASIS

Effective Term*

INACTIVATE (SELECT ALL THAT APPLY)

Major Department

Please provide a description of the desired changes (optional)

Name of Advisor or Dept. Official *

Date *

Note: Please sign the above line if sending through campus mail.

OFFICE USE ONLY

System Updated By:

Date: