



## CHANGE OF UNDERGRADUATE ACADEMIC PROGRAM

### Non-Degree Students Changing to a Degree Program Must File a New Application with Admissions

1. Complete the following information, sign and date
2. Secure signed approval from your new college dean
3. Return all copies of this form to the Office of Records and Registration, Eppley Administration Building - Room 105
4. **ANY CHANGES SUBMITTED AFTER THE FIRST WEEK OF CLASSES WILL BE PROCESSED TO BEGIN IN THE NEXT TERM EXCEPT FOR THOSE GRADUATING IN THE CURRENT TERM**

NAME: \_\_\_\_\_  NCAA Eligibility  Current Degree Applicant

NU ID: \_\_\_\_\_

<u>Current Program</u>	<i>Keep</i>   <i>Remove</i>	<u>New Program</u>
Program (College) _____	<input type="checkbox"/> <input type="checkbox"/>	Program (College) _____
Degree _____	<input type="checkbox"/> <input type="checkbox"/>	Degree _____
Plan (Major) _____	<input type="checkbox"/> <input type="checkbox"/>	Plan (Major) _____
Subplan (Concentration) _____	<input type="checkbox"/> <input type="checkbox"/>	Subplan (Concentration) _____
Minor _____	<input type="checkbox"/> <input type="checkbox"/>	Minor _____

### Additional

Program(s)(College) \_\_\_\_\_

Degree(s) \_\_\_\_\_

Plan(s)(Major) \_\_\_\_\_

Subplan(s)(Concentration) \_\_\_\_\_

Minor(s) \_\_\_\_\_

Total number of undergraduate degrees you intend to earn at UNO \_\_\_\_\_

(You must earn **30 additional hours** for each degree beyond your first Bachelor's degree.)

STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

NEW COLLEGE DEAN'S OFFICE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## EXPLANATION:

A major (plan) must be attached to a degree. If it is a second or third, etc. major on a single degree, the code of "MAJ" should be attached to the major code to indicate that it is an additional major, but not an additional degree. At least one degree must be included on each form. Examples:

- HISTBA - Indicates History is the primary major with a Bachelor of Arts degree.
- HISTBA/BIOLBS - Indicates that two degrees and majors are being pursued - a Bachelor of Arts in History AND a Bachelor of Science in Biology, and will **require a minimum of 30 additional hours above the minimum number of hours required for one degree.**
- HISTBA/BIOMAJ - Indicates that one degree is being earned with two majors - History is the primary major, with Biology as the second major.

*\*\*If your major requires a concentration (subplan), you MUST include a concentration on the form or it cannot be processed.*

A minor must be indicated by attaching "MIN" to each minor. Examples:

- CRCJMIN - is a minor in Criminology & Criminal Justice
- CRCJMIN and CSCIMIN - two minors - one in Criminology & Criminal Justice, one in Computer Sciences

## INSTRUCTIONS:

1. Fill in current program/plan.
2. Indicate "Keep" or "Remove" for changes or additions
3. Use columns 2 and/or 3 for the changes or additions.
4. There needs to be at least one degree on each form. Every degree needs to be attached a major.
5. Additional majors need to have "MAJ" attached at the end of the major.
6. Concentrations must be included if needed for the major.