

Curriculum Change Form

The Curriculum Change Form (CCF) is used to communicate curriculum changes to a Banner Student record. These updates can include changes to the following Banner forms: SGASTDN/SFAREGS, SHAINST, SFAREGS, SHADEGR, SHACRSE, and SHATRNS

The top six fields of the form (Date, Student Name, Student ID, Authorizing Individual (Advisor), NSU Email, and Phone #) are all required fields. If the curriculum change form is missing any of the required information, the CCF will be sent back to the program office and he/she will be asked to provide the missing information.

Effective Term of Change: This field only allows for numeric values; as such, the value provided is to be listed in Banner coding: 201320, 201330, etc. Each academic center should have policies that dictate the designation of the effective term that changes can be effective.

- Changes should generally be the next available term (not the current term). This is especially true for undergraduate students.
- If the student has already been conferred, changes to Program, Major, Concentration, and/or Minor are not allowed.
- If the student is being Inactivated and/or Withdrawn, the effective term would be the student's last term of enrollment (students who registered, but were drop-deleted (DD) or web-dropped (DW) from all courses, are not considered to have been enrolled for the term).

Student Status: If the Student Status is being updated to Inactive (IS), there generally should be a **Withdrawal Reason** to accompany the **Student Status** update to indicate the reason for the student record being inactivated.

Note: If the student is concurrently enrolled in more than one program at the university, the student cannot be inactivated nor can a **Withdrawal Reason** be entered unless the student is withdrawing from all programs of study. Program offices would confer with the student to ensure an understanding of the student's enrollment intentions for all programs of study. If the student is withdrawing from one program of study, but intends on remaining enrolled in another program, then the necessary curriculum update is to be provided in the **Curriculum Priority Change** or **Additional Information** sections.

Withdrawal Reason: The code provided will be updated in SHAINST

See **Note** above under **Student Status** for students concurrently enrolled in multiple programs of study.

End of Term Academic Standing: This value is updated in SHAINST and is reflected on the student's academic transcript.

Catalog Term: The term code should only be updated if the student will be following a different catalog than their original Catalog Term (as was defined at the time of matriculation). A Program Catalog Term update may also be necessary when the student is moving to a program that was created after the student's original entry term. If this case arises, the Program Catalog Term should be the earliest term in which the program became available.

Program Code: The program code update is to be provided using Banner coding – for example: BS_N, MBA_DA, DR_DMD, etc. If the update to the Program Code is to reflect concurrent enrollment (the student is simultaneously pursuing multiple programs of study, the program office is to provide detailed information on the changes that should occur under the **Curriculum Priority Change** field.

Major, Concentration, and/or Minor changes: These fields will be used to communicate any updates, additions, or deletions (inactivations) of these values. For each type of update, the first three fields (Field of Study Type, Action, and Code) must be provided. The Catalog Term and DEPT code values may be needed.

Example: The student wishes to change from the major of English to Dance. The following changes would be communicated. The student's original term of entry was 201020 but will be now be following the 201220 catalog.

Major, Concentration, and/or Minor Changes:									
Field of Study Type:	Major	Action:	Remove	Code:	U368	Catalog Term*:		Dept**	
Field of Study Type:	Major	Action:	Add	Code:	U341	Catalog Term*:	201220	Dept**	
Field of Study Type:		Action:		Code:		Catalog Term*:		Dept**	

In this example, the catalog term update is noted only as policies allow a student to follow a different catalog than the original catalog. The updates do not require an update to the DEPT code. Had the student been changing from Biology to Dance, this update would have also required an update to the **Program Code** value on the form as the two majors do not exist under the same program code.

Campus Code: This change would be necessary if the program of study is offered at multiple locations and an update is required. Provide the appropriate Banner code – example: 1MC (Main Campus), Y (On-line), etc.

Curriculum Priority Change: Some students may be pursuing multiple programs of study concurrently. This requires the student to have the Priority values reflect this concurrent enrollment. Before providing any updates to the curriculum, the program office is to confirm with the student that concurrent enrollment will be followed. The Curriculum Priority is to be set through the acceptance of the student in the Admissions form SAAADMS. If this was not updated correctly, provide the necessary update.

Example: the student was pursuing a MS in Conflict Resolution and then decided to apply to the MBA program. Inadvertently, the acceptance to the MBA program terminated the student's pursuit of the MS in Conflict Resolution. The update comment may read as follows: "Update the Program Priority. Set Priority 1 to MS_SSS with an attached major of S640. The catalog year is to be 201020. Set the MBA_DA program code to Priority 2". The general rule is that the student's original program of study is to remain as Priority 1. If the student has graduated from or discontinued a particular program of study, the comment may read as follows: "The student is no longer pursuing the MS in Oceanography program, but will continue with the MS in Education. Remove Priority 1 – MS_OC and change Priority 2 MS_EDUC to Priority 1"

Learner Outcome (SHADEGR) Updates: All curriculum changes provided for Program Code, Major, Concentration, and/or Minor changes should automatically update in SHADEGR upon the student taking coursework and the graded courses rolling to history. The program office would list any additional changes that may not be covered by the changes listed previously in the document.

Course Level Updates: If the student is changing levels (example: U1 to U2) as indicated previously under a Program Code update, all courses in SHACRSE and SHATRNS must be reviewed for updating to reflect the new level. Additionally, if the student is changing majors and has transfer work, the courses will need to be reviewed to determine if any of the courses should be unchecked (or checked) towards the degree requirements (a CAPP report will be generated to review transfer work applicability).

If the Program Code and/or Major was updated previously and the coursework was not updated accordingly, the program office would need to describe the necessary updates to the student's coursework level and updates to SHATRNS (if necessary).

If the student took coursework at NSU at a particular level and is now pursuing a new program of study in which the course can be counted, the program office will provide the necessary information to indicate that the course should have an **additional** level added to the course – such that it applies to multiple levels. Example: Add F2 to EDU 0602