

Michigan Technological University

Curriculum Change Requests

You can use the [Degree Works](#) What-If feature to look at how your courses will slot into a new audit before requesting curriculum changes. When adding a Major, Minor, or Concentration, you should talk with the new program's advisor before requesting the curriculum change.

Using the Change Request App

The Change Request app is reached from the [MTU Apps page](#) through the "Request to Change Major, Minor or Concentration" link. The link can only be seen by current undergraduate students.

The app can be used to make most changes to your degree's curriculum, with a few important exceptions.

1. Students who wish to
 - change from a Bachelor of Science to a Bachelor of Arts (or vice versa),
 - change from a regular major to a general or undecided program,
or
 - enroll in the nursing program,must contact the desired program's advisor directly to request the change. These advisors can be found on the [Registrar's Advisor List](#) page.
2. Once a change has been approved, additional requests cannot be made until the next day to allow automated processes to run. Contact degree@mtu.edu if something on your new curriculum appears incorrect after the change has been approved and you have waited 24 hours for all changes to process. Please do not request additional changes to try to fix the error.
3. If you wish to change the order of your degrees, majors, or minors, talk to your advisor and then email the Registrar's Office at degree@mtu.edu.

Majors

If a major change request is made after Wednesday of Week 2, the new curriculum will display correctly but will not be active until next semester.

Change Major

If you wish to change from one major to another, select the **Update Major/Conc** button next to the major you are changing. Use the **Change Major** button on the subsequent page to

select the new major and then choose a concentration if required or desired. Notes entered on the final screen will be sent to the approving advisor with your request.

If the change is from a Bachelor of Science to a Bachelor of Arts major (or vice versa) or to an [undecided or general college program](#), contact the [advisor for that program](#) directly.

Add a Major

If the majors' degree types do not match (Bachelor of Science vs Bachelor of Arts) or if the second major will have at least 32 unique credits, the **Add another Degree** option should be used.

Choose the **Add Major** button to add a second major to your degree. Follow the prompts on subsequent pages to select the new major and then a concentration if required or desired. Notes entered on the final screen will be sent to the approving advisor with your request.

Note that the new major will appear below your original major on your audit, transcripts and diploma. If you wish to reorder your majors, contact degree@mtu.edu after the new major has been approved.

Drop a Major

If you currently have two majors and wish to remove one, use the **Drop Major** button next to the unwanted major. If you only have one major, you must use the **Update Major/Conc** button to change to a new major. If you wish to change to an undecided or general college program, contact the [advisor of that program](#) directly.

Concentrations

Adding, changing, or removing a concentration is handled as a modification of the major. Select the **Update Major/Conc** button next to the associated major. Do not make any changes to the major screen, then use the **Change Concentration** button and select a new concentration or, when a concentration is optional and you wish to drop your current concentration, the No Concentration option.

Minors

Adding or dropping a minor will be reflected in the current semester. If a minor needs to be moved from one degree to another, contact degree@mtu.edu. The change request app will recognize up to three minors on a degree.

Add a Minor

If you wish to pursue a minor, use the **Add Minors** button at the top of the degree. Select the minor(s) you wish to add. Notes entered on the final screen will be sent to the approving advisor(s) with your request.

Note that the new minor will appear below your existing major(s) and minor(s) on your audit and transcripts. If you wish to reorder your minors, contact degree@mtu.edu after the new minor has been approved.

Drop a Minor

Use the **Drop Minor** button next to the minor you no longer wish to pursue.

Degrees

An associate's degree may be on your curriculum if you qualify for certain financial aid from the State of Michigan. Talk to the associate's advisor if you wish to change or remove this degree.

Add a Degree

If the majors' degree types do not match (Bachelor of Science vs Bachelor of Arts) or if the second major will have at least 32 unique credits, separate degrees should be used. Use the **Add another Degree** button to select your desired new major and then a concentration if required or desired.

Drop a Degree

If you wish to drop a second degree, use the **Drop Degree** button. If you wish to drop your primary degree and keep your second degree, or reorder your degrees, contact degree@mtu.edu.

Students must have an active degree in the system at all times. If you wish to change to an undecided or general college program, contact the [advisor for that program](#) directly.