IOWA STATE UNIVERSITY

Multiple Curricula or Multiple Degrees

Step 1 *See page 2 of the form for more instructions.*

Check one:
_____ Declare multiple curricula/degrees
_____ Revision
_____ Cancellation *see step 4 below.

NAME (*Last, First, Middle*)_____ UNIVERSITY ID_____

STUDENT'S SIGNATURE _____ DATE_____

CELL PHONE _____ ISU E-MAIL _____@iastate.edu _____

Athletics Academic Services Signature, Student athletes only

Step 2 *Summary of Proposed Curriculum/Major Changes:*

Current curriculum/majors: Primary_____ Second _____ Third _____

Proposed curriculum/majors: Primary_____ Second _____ Third _____

Step 3 *Proposed Curriculum/Majors:*

Approvals: signatures required from the College Student Services Offices

Primary
curriculum/major _____
Option _____
Term of graduation _____
Catalog _____

_____
Print adviser name   *NetID*   *Date*

_____
Department/Program Signature   *Date*

Secondary
curriculum/major _____
Option _____
Term of graduation _____
Catalog _____
Check one: _____ Second curriculum/major
_____ Second degree (BA or BS)_____

_____
Print second adviser name   *NetID*   *Date*

_____
Department/Program Signature   *Date*

_____
College Student Services Office of 2nd college   *Date*

For multiple degrees and/or separate degrees, diplomas will be awarded. At least 30 semester credits for each degree are required in addition to the number required for the degree with the higher number of credits. Each degree program must be approved by the appropriate department and college.

Third
curriculum/major _____
Option _____
Term of graduation _____
Catalog _____
Check one: _____ Third curriculum/major
_____ Third degree (BA or BS)_____

_____
Print third adviser name   *NetID*   *Date*

_____
Department/Program Signature   *Date*

_____
College Student Services Office of 3rd college   *Date*

Step 4 *Final Approval:* _____

College Student Services Office (primary)   *Date*

Cancel Curriculum/Majors:
Step 3 should be completed with the proposed curriculum/major.

Approvals:

_____
_____

_____
Signature of adviser of primary major   *Date*

_____
Signature of adviser of primary major   *Date*

Copies to: Office of the Registrar:_____   Adviser(s):_____   Dean(s)_____

General Notes
Note: references to major also pertain to degree.

1. Please fill out the form completely and in the order requested. Processing of this form may take up to 10-14 days when adding a 2nd/3rd major outside of the primary college. The effective date will be the date given at the time of Step 4, the final approval.

2. Changing curricula across colleges always requires a file transmittal form, except when cancelling a 2nd/3rd major or changing a 2nd/3rd major to a primary major (the primary adviser and primary College Student Services Office signatures are required). For example, PSYCH and PBUS to just PBUS, Business can sign for the cancellation of PSYCH on the multiple curricula form. A File Transmittal form is not required to complete the process. Notification of these changes will be sent to the college/adviser of the 2nd/3rd major.

3. If a 2nd/3rd major is cancelled or changed to a primary major, a copy of the finalized multiple curricula form will be sent to the former college of the 2nd/3rd major by the primary college.

Student Services Office Processing

1. When a student is adding a curricula that they already have a minor in, please be sure to process the minor cancellation form.

2. Majors that have a "pre-major" status (e.g. Pre-Business or Pre-Architecture) do not need to resubmit an updated multiple curricula form when admitted to the full major; only process a ½ sheet to the Registrar. Note on the top of ½ sheet "2nd/3rd major only". The college of the pre-major does NOT need to send a notice to the other major's college.

3. When the multiple curricula form is processed and advisers change the catalog or graduation dates, college offices should update the student record with what is on the form. If unsure of the date, confirm with the adviser.

4. Wait to cancel/add curricula or minor on ADIN/DARS until after the final copy of the form with all the necessary signatures is received. The college of the second major should cancel the second major on ADIN/DARS, after receiving the final copy with all the necessary signatures.

When a 2nd/3rd major is added/cancelled or a 2nd/3rd major is changed to a primary major, a copy of the finalized multiple curricula form will be sent to the college of the 2nd/ 3rd major by the primary college. The 2nd/3rd college should wait to cancel/add a major or minor on ADIN/DARS until after the final copy of the form with all the necessary signatures is received. The college of the second major should cancel the second major on ADIN/DARS, after receiving the final copy with all the necessary signatures.