UIC

College of Engineering

REQUEST FOR MODIFICATION OF MAJOR

PLEASE PRINT	
NAME	UIN
STREET ADDRESS	MAJOR
CITY / STATE / ZIP	EXPECTED GRADUATION DATE

FOLD ALONG DOTTED LINE

COURSE	DEPT.	COURSE #	CREDIT HOURS	CATALOG TITLE	HOURS OF DESIGN CONTENT and COMPUTER USAGE
REQUIREMENT					
SUBSTITUTION*					

*Substitutions for failed courses are not permitted. A failed course in the major must be repeated.

NOTE – Academic Justification:

Student's Advisor's Approval: _____Date: _____

Department Head's or UG Chair's Approval: _____Date: _____

Education Policy Committee Approval: _____Date: _____

COLLEGE NOTES: _____

Revision No. 3

MODIFICATION TO MAJOR

Instructions to the Department from the Educational Policy Committee:

The request is to be submitted by the department on behalf of the student. The Department Head must approve, after the student's advisor has approved. Departments should do the major policing of these requests. If the request does not conform to the policies stated below, it should be denied at the department level. It is strongly recommended that the request be discussed with the departmental member of the Educational Policy Committee (EPC) before it is submitted to the committee.

1. The student must fill out a petition, in his own words, sign it, and furnish it to the faculty advisor.

2. The faculty advisor must approve. The department head must provide additional information as needed.

3. The department must indicate whether the request is for an individual student or a class of students.

4. The department must give justifications, and in some cases take action to revise the major.

    a. It must be shown that reasonable scheduling on the part of the student could not and would not make the request unnecessary.

    b. If the request is to substitute for a required course that the department has not offered for a long time, then the department must either 1) submit a written certification that the course will henceforth be offered on a regular basis and that this will be the last such petition regarding this course; or 2) submit along with the petition a proposed change in the major which takes care of the problem. It is unacceptable for a department to list required courses which will not be taught. In either event, it must be shown that the replacement course is equivalent in the relevant ABET factors such as design content, computer usage, etc.

    c. In general, a student who changes majors after the start of the junior year might have to take an extra course or two, and such a student should expect this. If a course in a previous major is to be allowed as a replacement for a technical elective in the new major, then it must be shown in a departmental request that the previous course is equivalent in the relative ABET factors such as design content, computer usage. etc. Courses from a previous major should not be allowed as required courses in a new major.

Department **fills out request for** Modification of Major on reverse **side**