

Students may request to change their academic degree by completing a [Change of Program form](#). The form will be reviewed by an Advisor, and the student will receive the decision by email. If the request is to only delete a degree, concentration, or minor, there is no approval required and the student will receive an email once it has been processed.

1. Sign in with your Mason credentials

2. Review your student information

3. Primary and Secondary Degrees

The default is displaying your Primary Degree. If you want to declare a Second Degree or to adjust your existing Second Degree, click "Secondary".

1 Primary

2 Secondary

4. Request

Select which type of request you'd like to make: Concentration or Minor, Program/Major, Program Catalog, or Minor Catalog (UG only)

Request to Add/Change:

- Concentration or Minor
- Program/Major
- Program Catalog Term
- Minor Catalog Term

You can make multiple changes at once if you are requesting a change to your Program, Concentration, or Minor

5. Concentration or Minor

This request is to **add, change, or delete** a Concentration or Minor to your degree.

*Would you also like to CHANGE your Program's Catalog Term? Yes / No
If you are unsure, please contact your Advisor for guidance.

If you select "Yes" the form will state your current Catalog Term and a drop down to select your new Catalog Term.

Your current catalog term is **Fall 2024**, select that below or if you'd like to change it or unsure what this means, please consult with your [Academic Advisor](#).

* Select Catalog Term:

Select...

Field is required

To **add a new Concentration or Minor**, select ADD.

Add New Disciplines (Major/Minor/Concentration/Emphasis)

ADD

Select which you'd like to add.

* Type:

- Major
- Concentration
- Minor
- Emphasis

Field is required

*If the minor you're requesting is not listed, please check the selected Catalog Term or contact the department for more information.

There are some minors that require additional steps and can only be submitted by an Advisor.

Note: you can add up to 2 of each – Be sure to consult with an Advisor to confirm your program's rules around multiple concentrations or minors.

To submit additional Concentrations or Minors, select **ADD** again. If you make a mistake and are unable to adjust, you can refresh the page and start the request over or select the **RESET** button if available.

To **change existing Concentration or Minor**, check Change and select the new Concentration or Minor.

Field of Study				
Type	Code	Description	Catalog Term	Available Actions
Major	FAVS	Film and Video Studies	Fall 2022	<input type="checkbox"/> Change
Major	FRLN	Foreign Languages	Fall 2022	<input type="checkbox"/> Change
Concentration	DIR	Directing	Fall 2022	<input checked="" type="checkbox"/> Change <input type="checkbox"/> Delete

* Select New Concentration:

If the major/minor/concentration you're requesting is **not** in the list, please check the selected Catalog Term or contact the department for more information.

To **delete existing Concentration or Minor**, check Delete on the corresponding row.

Field of Study				
Type	Code	Description	Catalog Term	Available Actions
Major	FAVS	Film and Video Studies	Fall 2022	<input type="checkbox"/> Change
Major	FRLN	Foreign Languages	Fall 2022	<input type="checkbox"/> Change
Concentration	DIR	Directing	Fall 2022	<input type="checkbox"/> Change <input type="checkbox"/> Delete
Concentration	KORE	Korean	Fall 2022	<input type="checkbox"/> Change <input type="checkbox"/> Delete
Minor	ASL	American Sign Language	Fall 2020	<input type="checkbox"/> Change <input checked="" type="checkbox"/> Delete

You may make multiple selections and add Concentrations or Minors in the same request.

6. Program/Major

This is to request a change to your current degree program/major. Select your new program Catalog Term. If you're unsure what this means, please consult with an Advisor.

Your current catalog term is **Fall 2024**, select that below or if you'd like to change it or unsure what this means, please consult with your **Academic Advisor**.

* Select Catalog Term:

Select New Program and if applicable, click **ADD** for concentration(s) and/or minor(s).

* Select Catalog Term: * Select New Program:

Program Code: LA-BA-COM
 Department: Communication

Add New Disciplines (Major/Minor/Concentration/Emphasis) **ADD**

Type	Code	Description	Catalog Term	Actions
Major	COM	Communication	Fall 2026	

If you select the wrong program or see the following error, click **RESET** to select a different program. This error means the selected program requires additional steps and must be submitted by an Advisor.

Additional steps are required to determine eligibility to change to this program. Please contact the department for more information.

7. Catalog Term

If the request is to only change the Catalog Term for your Program/Major, then select that action and provide the new Catalog Term.

Your current catalog term is **Fall 2024**, select that below or if you'd like to change it or unsure what this means, please consult with your **Academic Advisor**.

* Select Catalog Term:

Field is required

To change the Catalog Term for your Minor (UG only), select that action and provide the new Catalog Term on your existing Minor(s).

Minor	ASL	American Sign Language	Fall 2020	<input checked="" type="checkbox"/> Change
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* New Catalog Term:

8. Confirmation Email

You'll receive an email with a link to details of your request in your Mason email. To check the status of your request, you can click on the button in your confirmation or wait to receive the decision by email.