



Departments should only use this form in situations where students are unable to make changes via Athena. Please provide all pertinent data needed to process the request. Submission of this form by an advisor or department official serves as an acknowledgment that the student has been made aware of the requested changes found below. Completed forms can be sent from a **UGA email address** to **regsupp@uga.edu**.

UGA ID Number: _____ Student Name: _____

Has the Student Applied to Graduate? Yes No

Change Existing Degree/Cert./Major/Minor/Area of Emphasis

Effective Term (Required): _____ Major Bulletin Term (Optional*): _____

Replace the Current (Select All That Apply): _____ * The new effective term provided will be used as the bulletin term unless otherwise specified.

Major Department

With the New (Select All That Apply): _____

Major Department

New Additional Degree/Cert./Major/Minor/Area of Emphasis

Effective Term (Required): _____ Major Bulletin Term (Optional*): _____

New Addition (Select All That Apply): _____ * The new effective term provided will be used as the bulletin term unless otherwise specified.

Major Department

Inactivate Degree/Cert./Major/Minor/Area of Emphasis

Effective Term(Required): _____

Inactivate (Select All That Apply): _____

Major Department

Please provide a description of the desired changes (optional):

Name of Advisor or Dept. Official: _____ Date: _____
-Please sign the above line if sending through campus mail.

Office Use Only:
System Update By: _____