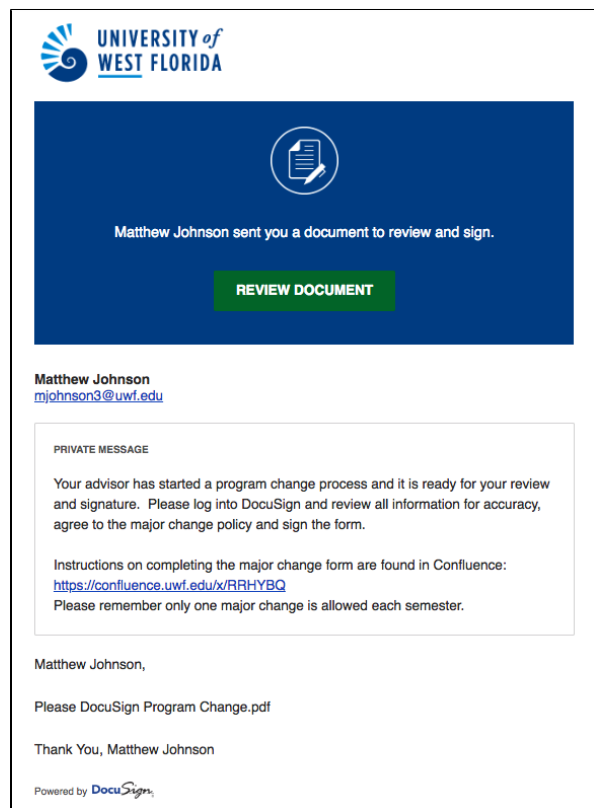


Signing a Program Change (Student)

Overview

Instructions

The student will receive an email informing them of the Major Change. In the email will contain a link to DocuSign. Click the 'Review Document' button to be taken to the Program Change form.



Review Information

Make sure all information is correct and read the 'Instructions to student for change of major policies'. If you agree, click the checkbox next to 'By checking this box...', then sign the form. You have the option to include any documents that will support your case for this change.

The screenshot shows a DocuSign form. At the top, there is a checkbox with a red arrow pointing to it, followed by the text: "By checking this box, I acknowledge the requirements of my new major. I further acknowledge that I could prolong my degree completion and be subject to an Excess Hours Surcharge (Florida Legislature, Section 1009.286)." Below this is a "Comments" section. On the left, there are two columns: "Advisor" and "Student". Under "Advisor", there is a "DocuSigned by:" field with a signature and a red arrow pointing to it. Under "Student", there is a "Sign" button with a red arrow pointing to it. Below the "Sign" button is an "Optional" section with a paperclip icon. On the right, there is a text box with the following text: "By signing and submitting this Undergraduate Program Change Form, I acknowledge the requirements of my new program. I further acknowledge I could prolong my degree completion and be subject to Excess Hours Surcharge (Florida Legislature, Section 1009.286)."

Finish the process

After the form has been signed, click the 'Finish' button. This will complete the process.

document. FINISH

☒ By checking this box, I acknowledge the requirements of my new major. I further acknowledge that I could prolong my degree completion and be subject to an [Excess Hours Surcharge](#) (Florida Legislature, Section 1009.286).

Comments

Advisor DocuSigned by:
Matthew Johnson
8EE2BA5878DE44F...

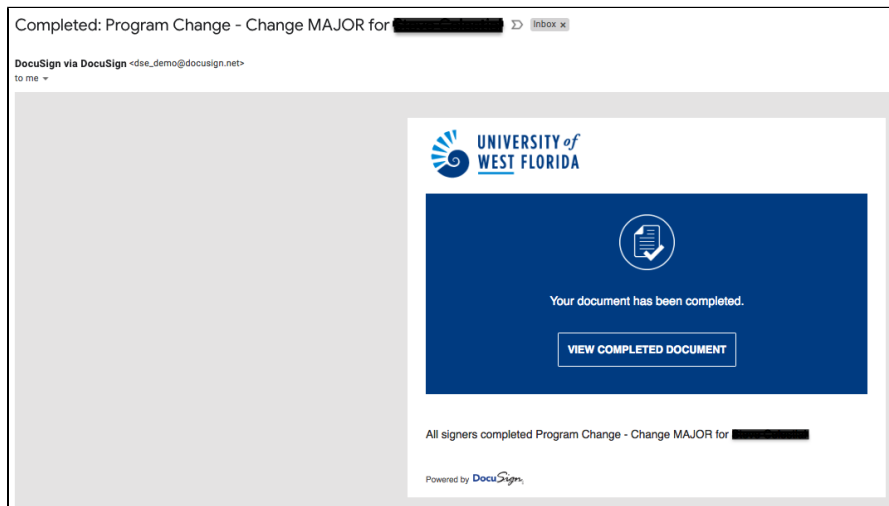
Student DocuSigned by:
Matthew Johnson
8EE2BA5878DE44F...

Optional

By signing and submitting this Undergraduate Program Change Form, I acknowledge the requirements of my new program. I further acknowledge I could prolong my degree completion and be subject to Excess Hours Surcharge (Florida Legislature, Section 1009.286).

Viewing the outcome of the request.

After the process is complete you will get an email to see the outcome of the request. Be aware, the process will be 'Complete' regardless of the outcome; approved, denied or canceled. To view the outcome, click the 'View Completed Document' link.



Scroll to the bottom of the form where the Registrar signed. You will see the outcome of the request and any comments added by the registrar. If the request was denied or canceled, the comments will provide the reason.

Registrar DocuSigned by:
Matthew Johnson
8EE2BA5878DE44F...

X Approved
Denied
Canceled

Comments
This change has been approved and the major was changed.