



New Academic Program Change Reports

ARIESweb → Staff Tools → Department-Specific Data

Department Reports

Select Term and your Department.

Department Reports	
Please Select a Term:	Summer Session 2023 ▼
Please Select the Student Level:	Undergrad ▼
Please Select a Department:	Animal Sciences ▼

Two reports are available, **Academic Program Change Requests Pending** and **Academic Program Change Requests Completed**.

Department Reports	
Current Term: Summer Session 2023	Selected Term: Summer Session 2023
Academic Program Change Requests Pending (UG)	Academic Program Change Requests Completed (UG)

College Reports

Select Term and your College.

College Reports	
Please select a term:	Summer Session 2023 ▼
Please select the student level:	Undergrad ▼
Please select a college:	Agricultural Sciences ▼

Two reports are available, **Academic Program Change Requests Pending** and **Academic Program Change Requests Completed**.

College Reports	
Current Term: Summer Session 2023	
Academic Program Change Requests Pending (UG Only)	
Currently Enrolled Certificates (UG Only)	
Currently Enrolled Second Majors (UG Only)	
Currently Enrolled Students	
Selected Term: Summer Session 2023	
Academic Program Change Requests Completed (UG Only)	

Statuses

Academic Program Change Requests Pending report:

- **Request Created** = Awaiting Student Approval in RAMweb (*Pending requests expire 2-weeks after submission without student action*).
 - **Send Reminder** column notes whether an automated reminder email was sent to the student about the pending request 7-days before the expiration.
- **Student Approved** = Awaiting processing by Office of the Registrar team (*Academic Program Changes are processed generally between 3-7 business days*).

Academic Program Change Requests Completed report:

- **Processed by Office of the Registrar** = Student record has been updated (will only appear on Completed Report). Please see Additional Resources & Reminders if questions on which term will be updated.
- **Request Expired** = Student did not approve request in RAMweb before the 2-week expiration. A new request would need to be submitted by the department.
- **Request Canceled by Initiator** = Advisor who submitted canceled the request.
- **Student Denied** = The student denied the change in RAMweb.
- **Denied by Office of the Registrar** = Processing team could not make change in the system as requested. Initiator and student would receive an email from Processing Team with an explanation for denial.

Additional resources and reminders:

- Only displays major, minor, concentration, or undergraduate certificate changes for Undergraduate students.
- Once [Census](#) passes for the current active term, program modifications will be made for future term(s). For example, if the current term is Spring, once Census passes, any program adjustments will be made to the student's Summer and Fall records and not Spring. The student's page in ARIESweb will display current and future term records and associated programs.
- Program modifications made without using the [Academic Program Change tool](#) (i.e., changes made through former paper Change of Major form, changes completed by Office of Admissions) will not appear in these reports.
- Specifics of requests submitted through the Academic Program Change tool including comments can be accessed in ARIESweb. Look up student and select **Academic Program Change – Undergraduate** link under Advisor Student Tools (bottom of page) to see the **Academic Program Change History** and **Pending Academic Program Change Requests**.
- Initiators can opt-into receiving an email notification when the request is complete (processed, denied, or expired).
- Additional information and resources for the Academic Program Change tool are available on [the Office of the Registrar site](#).