



Academic Program Change Reports

All Reports → College & Department

Department Reports

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

The first report is located under All Categories -> College & Department -> Department -> Academic Department -> Current Term.

Reports

[All Categories](#) >
 [College & Department](#) >
 [Department](#) >
 [Academic Department](#) >
 [Current Term](#)

Reports Q Search

Showing 1-12 of 12 reports

Academic Program Change Requests Pending (UG) Internal

List of pending program change requests for undergraduate students in selected department

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Currently Enrolled Certificate List (UG) Table

Currently Enrolled Certificate List (UG)

ⓘ ★

Current List (Current Term)

When you click the report title, you will select Department.

The second report is located under All Categories -> College & Department -> Department -> Academic Department -> Selected Term.

Reports

[All Categories](#) >
 [College & Department](#) >
 [Department](#) >
 [Academic Department](#) >
 [Selected Term](#)

Reports Q Search

Showing 1-12 of 23 reports

Academic Program Change Requests Completed (UG) Internal

Displays completed program change requests for undergraduates in selected department and term

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Accelerated Programs Students Table

Students enrolled in accelerated programs based on the selected term.

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Class List (Class List Terms)

When you click the report title, you will select Term and Department.

College Reports

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

The first report is located under All Categories -> College & Department -> College -> Current Term.

The screenshot shows a breadcrumb navigation path: All Categories > College & Department > College > Current Term. Below the path is a 'Reports' section with the text 'Showing 1-4 of 4 reports'. Two report cards are visible. The first card is titled 'Academic Program Change Requests Pending (UG Only)' and includes a description: 'List of pending program change requests for undergraduate students in selected College'. It has an 'Internal' badge, an information icon, and a star icon. The second card is titled 'Currently Enrolled Certificates' with the subtitle 'Currently Enrolled Certificates'.

When you click the report title, you will select College.

The second report is located under All Categories -> College & Department -> College -> Selected Term.

The screenshot shows a breadcrumb navigation path: All Categories > College & Department > College > Selected Term. Below the path is a 'Reports' section with the text 'Showing 1-11 of 11 reports'. Two report cards are visible. The first card is titled 'Academic Program Change Requests Completed (UG Only)' and includes a description: 'Displays completed program change requests for undergraduates in selected College and term'. It has a checkmark icon, an 'Internal' badge, an information icon, and a star icon. The second card is titled 'College Class Lists' with the subtitle 'Class Lists for College'.

When you click the report title, you will select College and Term.

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 Hub website](#).