



HAWAI'I PACIFIC UNIVERSITY

1164 Bishop Street, Suite 123
Honolulu, HI 96813

Request to Update Program/Major/Concentration/Minor/Certificate

Students requesting an update of curriculum will be subject to all requirements and enrollment restrictions of the college or department in which the proposed new program is located. After all necessary signatures are obtained, please submit the form.

Please note: This form is not intended for changing a student's level or adding a pathway that is not offered under the student's eligible catalog. Any student requesting a change from an Associate's Degree to a Bachelor's Degree must successfully complete a minimum of 15 units at HPU, and complete Written Communication and Information Literacy I and II.

STEP 1

ADVISOR

Before changing anything on your HPU academic record, it is highly recommended that you meet with an Academic Advisor. **Must be submitted by an Advisor.**

STEP 2

SIGNATURE

After all necessary signatures are obtained, please submit the form.

STEP 3

FORM

Complete and submit the form with all of the required signatures to:

Registrar's Office

Graduate students may need to submit additional information, which is dependent upon the new program.

STEP 4

PROCESSING

Please allow approximately 10 business days for processing. If additional information is needed, the process may take longer.

STEP 5

PIPELINE

Please check your Pipeline account for confirmation that the change has been processed.

Personal Information

Please complete all of the requested information below.

Date of Birth (mm/dd/yyyy)

Last/Family Name

Given/First Name

Middle Name

Suffix

Email Address

Gender

Male

Female

Other

Student Signature

I hereby request the following update(s) in curriculum. I understand I will be subject to all requirements and enrollment restrictions of the college/or department in which the proposed new program is located, that my graduation may be delayed as a result of changing or adding new curriculum, and I may become ineligible for credit hours which cannot be used toward the new degree plan.

Student Name (print)

Signature

Date (mm/dd/yyyy)

OFFICE USE ONLY:

Evaluation review needed:	Yes	No	Approved by:	Date:
System Updated:	Yes	No	Updated by:	Date:



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Please answer all of the following questions:

1. What is your student level? Undergraduate Graduate Special Status Other
2. Current Academic Standing: Good Standing Probation Suspension
3. Are you receiving Financial Aid? Yes No If yes, Financial Aid Advisor signature
4. Are you a Military Campus Program (MCP) student? Yes No

Curriculum Changes:

The change of curriculum needs to be reviewed, approved and signed by an authorized representative of the academic department and/or college in which the program is located.

Current Program/Major

Degree: _____ Program/Major: _____ Catalog Year: _____

NEW Program/Major

Degree: _____ Program/Major: _____ I am replacing current major

Effective Term: Fall Winter Spring Summer

New Program Department Head or Advisor: _____ Signature: _____ Date: (mm/dd/yyyy)

SECOND Program/Major

Degree: _____ Program/Major: _____ I am adding this 2nd major

Effective Term: Fall Winter Spring Summer

New Program Department Head or Advisor: _____ Signature: _____ Date: (mm/dd/yyyy)

MINOR Program/Major

Degree: _____ Program/Major: _____ I am adding this minor

Effective Term: Fall Winter Spring Summer

Minor Program Department Head or Advisor: _____ Signature: _____ Date: (mm/dd/yyyy)

Student Signature

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Student Name (Print) **Signature** **Date** (mm/dd/yyyy)

OFFICE USE ONLY:

Evaluation review needed: Yes No Approved by: _____ Date: _____

System Updated: Yes No Updated by: _____ Date: _____