

Academic Change Form:

Students Switching out of Rosenstiel

This form is to request a change of Academic Plan (major) within the same College/School, or Academic Program (change to a different Academic College/School) or add/remove a minor. Students **MUST** consult with an academic advisor before completing. Certain colleges have entrance requirements. Be sure that you have met all requirements required by the college you wish to change to before submitting.

Inter-transfer Requirements:

1. College of Arts and Sciences

- Complete the Video and Quiz. See the attached link. [Inter School Transfer | Advising | College of Arts and Sciences \(miami.edu\)](#)
- Some programs may require additional requirements
 - The Neuroscience program has a waitlist.
 - The Psychology program requires a 2.8 GPA

2. College of Engineering:

- Students must complete MTH 161 with an A or B
- Preferred that students complete PHY 221

3. School of Communication

- GPA: 2.5
- First semester students must wait till final grades are posted to apply

4. College of Nursing and Health Science:

- GPA: 3.0
- Both the Public Health and Nursing programs have a waiting list.
- Anyone interested in the college should meet with one of their advisors
- For questions regarding the program, please email SONHS@miami.edu

5. College of Business:

- Please refer to the attached link for business requirements.
<https://www.herbert.miami.edu/undergraduate/how-to-apply/transfer-students.html>

Academic Change Forms can be sent to marsci@miami.edu for further processing. Our office will only be accepting **digital forms**.

Fill out all applicable sections and sign.

If you are a **student athlete** be sure to discuss your requested changes with your athletic advisor and obtain their signature.

If you are an **international student** be sure to discuss your requested changes with your ISSS advisor and obtain their signature.

Your Current Academic Information:

Fill in your current academic information as it shows in Canelink. **(For Rosenstiel Students – School: UGMS)**

Your Requested Changes:

Fill in your Requested Changes to include academic changes you would like to keep as well as those you would like to add. The form says to write “Remove” on items to be deleted, but due to limited space we would prefer that you omit the items you no longer want.

****All academic change forms sent to our office must be completed with the appropriate program code plans. Please keep in mind that forms will not be processed if they are not completed correctly. Students must provide the appropriate codes to proceed.**

Popular Plan Codes

Please see below a list of popular plan codes. This list includes popular majors and minors. For any plan codes not listed refer to the link below for all UM major/minor plan codes. Please reference both lists to assist you in completing the academic change form.

Popular Major Plan Codes: Choose an item.

Popular Minor Plan Codes: Choose an item.

Program Codes: https://undergraduate.rsmas.miami.edu/_assets/pdf/2023-2024/ugrd_plans_2238.pdf

Please select this link to be directed to the page to request an [Academic Change Form](#)