Changing Your Major: Student Quick Guide
As a student at ISU, you are responsible for choosing your own major. If you wish to change your major, you must initiate or approve the change, as outlined here. Faculty are encouraged to help students with this process.

Student Initiated Change Major Request (CMR)
1. In BengalWeb, click on **Academic Tools** (left).
2. Find **Student Records** section (bottom left).
3. Click **Start New Major Change Request (CMR).**
4. The **Change Major Request** page shows your current major, minor, advisors, etc.
5. Under **Enter Request Here**, type in the change(s) you want: degree, major, minor, or concentration. Add the year you started at ISU (your catalog year) if you know it.
6. If known, under **Faculty/Department Advisor Assignment Request** list Advisor(s) for new program.
7. Click **Submit Request**, which indicates you are approving the changes requested.
8. You and your primary advisor will receive an email confirmation with the CMR number*
9. Your primary advisor will contact you to discuss this request. Once you have met with them, they will send the request to the Registrar's office. You and your advisor will be notified once the request has been implemented.* Your primary advisor will change once your major changes.

Advisor Initiated Change Major Request
1. Meet with your primary advisor and discuss your desire to change your degree, major, minor, or concentration.
2. Your advisor enters the Change Major Request (CMR).
3. You receive an email with the CMR number and a link to the approval page. Click on the link.
OR
3a) Login to **BengalWeb** and go to **Academic Tools**
3b) Go to **Student Records** and click **Approve/Deny Change Major Request (CMR)**.
4. A window titled **Student Approves the Major Change Request** opens.
5. Choose the correct **Change Major Request** number from the drop down menu next to **Change Major Request Number**. (The CMR# was in the email notification.)
6. Under the **Approve this curriculum change**, click on the button to either approve or deny this request.
7. Click **Submit Request**. Clicking this button signifies you are approving or denying the request.
8. You and your advisor will be notified once a change request has been implemented.*Your primary advisor will change once your major changes.

*Note: The Veterans, Athletic Advising, and International Programs offices will be notified when a student under their jurisdictions submits a CMR or has a CMR approved and processed.