

# Primary Major Change

## Undergraduate student application



This form is for current Murdoch undergraduate students wanting to change their primary major, but not their course.



**The Student Centre**

1300 687 3624

[studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au)

### Who can submit this application?

You can submit this form if you are:

- A current undergraduate Murdoch student who wants to change their primary major, but not their course.

You cannot submit this form if you are:

- A postgraduate student.
- A current undergraduate Murdoch student who wants to change course. Please see the [Changing your course or major page](#) for information on how to apply.

### Are there any entry requirements?

There are no additional entry requirements for most majors if you are in the appropriate course, except for:

**Clinical Laboratory Science** – You must be in the Bachelor of Science (Medical, Molecular and Forensic Science) with a minimum GPA of 2.0. Your application will be assessed by the Academic Chair. Places are limited.

You cannot change your primary major with 12 credit points or less to complete in your course.

If you are a **Student Visa Holder** (SVH), the Academic Chair will be sent an International Study Plan to complete after you apply. Your application will be assessed against your current Confirmation of Enrolment (CoE) end date and the International Study Plan to ensure an unreasonable extension of time to complete is not required.

### When should this application be submitted by?

You will need to submit your application by the processing deadline to be changed over to your requested major before the start of semester. See the [Changing your course or major page](#) for the deadlines and processing windows.

### How do I submit this application?

Read the full terms and conditions and complete the details on page 2. Save a copy of this document and send it to [studentcentre@murdoch.edu.au](mailto:studentcentre@murdoch.edu.au) or lodge it via [MyAnswers](#).

### Term and Conditions

- Course, major, co-major and minor combinations for your chosen course are available as per the current [Handbook](#). Your nominated combination must not exceed the total credit points for the course or exceed the maximum allowable combination as per the current Coursework Regulations.
- Unless specified by the Academic Chair, you will be transferred to the current version of the major applicable to your course version, as per the The Handbook. Closed majors or majors in teach out cannot be added to your course.
- As you will remain in your current course, all completed units will remain unchanged. Your GPA and Completion Rate will not be adjusted as a result of the primary major change.
- Any previously awarded advanced standing will be re-assessed against your new course/major structure. Any excessive advanced standing will be removed from your course.
- Applications received after the application deadline will not be actioned until the next processing window.
- Primary majors cannot be changed in your final semester (12 credit points or less to complete in your course).
- Your application may be rejected on the following grounds:
  - The change will result in excessive credit points, over the maximum allowable credit points for your course.
  - The change will result in an extended course duration beyond the maximum time to complete for your course.



Term and Conditions (continued)

- The change will result in an unreasonable extended course duration beyond your current Confirmation of Enrolment (Student visa holders only)
- You have already changed your primary major 2 times before within your current course.
- You have not met the additional entry criteria for the major (if applicable)
- You have previously been denied or failed a 3rd or 4th attempt at a unit required for your chosen major.

Section A: Primary major change request

Student Number	Given Names	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

I am a:

☐ Domestic student

☐ International non-Student Visa Holder

Complete Section A & B

☐ International Student Visa Holder

Complete Section A & C

Course Code:

Course Title:

Changing FROM:	TO:
Primary Major:	<input type="text"/>
Second Major:	<input type="text"/>
Co-Major or Minor(s):	<input type="text"/>

Section B: Domestic and International non-SVH declaration

	Yes	No
Do you have more than one semester (12 credit points) to complete in your degree?	<input type="checkbox"/>	<input type="checkbox"/>
Have you checked the major requirements in the Handbook and mapped out a study plan?	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

By submitting this form, I confirm I have read and understood the terms and conditions outlined on this form and acknowledge that:

- It is my responsibility to make myself aware of the unit availability and graduation requirements of my course and major.
- The change may:
  - increase my course duration and therefore any related fees.
  - affect my Centrelink benefits.
  - affect my sponsorship or scholarship eligibility.
  - change the amount of advanced standing awarded to me.

Student Signature: (type full name if unable to sign)

Date:

This form is best viewed and saved in Adobe Acrobat Reader.

SAVE AS PDF



Section C: International student visa holder declaration

Why do you want to change your primary major?

When do you expect to complete you course if you change your primary major:

When does your current visa expire?

Will you need an extension on your Confirmation of Enrolment (CoE) as a result of this change?

YesNo

If yes, why will you require a CoE extension?

- The units I require for my new primary major are only available after my current CoE ends
- I have previously failed units needed for my course/major
- I have previously taken approved leave from my course
- I previously had a semester/trimester of approved reduce study load

Other:

Do you have more than one semester (12 credit points) to complete in your degree?

Yes

No

Have you checked the major requirements in the Handbook?

Yes

No

Student Declaration:

By submitting this form, I confirm I have read and understood the terms and conditions outlined on this form and acknowledge that:

- It is my responsibility to make myself aware of the unit availability and graduation requirements of my course and major.
- Changing primary major does not guarantee you will be given a CoE extension when your current CoE expires.
- The change may:
  - increase my course and student visa duration and therefore any related fees.
  - affect my sponsorship or scholarship eligibility.
  - change the amount of advanced standing awarded to me.

Student Signature: (type full name if unable to sign)

Date:

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