Primary Major Change
Undergraduate student application

MU Murdoch University

ℹ️ International Student Visa Holders will need to make an appointment with MyAdvice before submitting this form.

Student Central

1300 687 3624
studentcentre@murdoch.edu.au
MyAnswers

Who can submit this application?

Current undergraduate Murdoch student who want to change their primary major, but not their course.

Postgraduate students and students wanting to change course or second major, please refer to the Changing your course or major page

Are there any entry requirements?

You cannot change your primary major with 24 credit points or less to complete in your course.

Some resticted majors will have additional entry requirements, please refer to the Restricted Major FAQ for more information.

Student Visa Holders (SVH): Your application will be assessed against your current Confirmation of Enrolment (CoE) and a course plan will be created to ensure an extension of time to complete is not required.

When should this application be submitted by?

To ensure your requested major is processed before the start of semester, you will need to submit your application by the processing deadline. See the Changing your course or major page for more information.

How do I submit this application?

Student Visa Holders: Complete section A of this form and send to the MyAdvice team who will help you finalise your application.

Other students: 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 or lodge it via MyAnswers.

Term and Conditions

- Before requesting a primary major change you must review your course plan with a staff member or Academic Chair.
- 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 Recognition of Prior Leaning (RPL) may not be applicable against your new course/major structure. If you believe your current RPL will be impacted, please apply to advancedstanding@murdoch.edu.au to have your RPL re-assessed once your application has been processed.
- Applications received after the application deadline will not be actioned until the next processing window.
- Your application may be rejected if it becomes evident that the change would result in extra credit points over the maximum allowable credit points for your course or extend your duration past the maximum allowable time.
- You can change your primary major a maximum of 2 times within your current course.
- You cannot change to a major that requires a unit you have been denied or failed a 3rd or 4th attempt at.

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Section A: Primary major change request

Student Number   Given Names   Surname

Course Code   Course Title

I am a:

     Domestic student **- complete sections A & B**

     International non-Student Visa Holder **- complete section A & B**

     International Student Visa Holder **- complete section A then send to the MyAdvice team who will help you finalise your application.**

My current course details are:

     Primary Major:

Please change my unit sets to:

     Primary Major:

     Second Major:

     Co-Major
     or Minor(s):

Section B: Domestic and International non-SVH declaration

                                                Yes   No

Do you have more than 24 credit points to complete in your degree?

Have you checked the major requirements in the Handbook and mapped out a study plan?

Declaration:

By submitting this form, I confirm I have read and understood the terms and conditions outlined on page 1 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 RPL awarded to me.

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

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

Section C: International student visa holder declaration

Why do you want to change your primary major?

When do you expect to complete your 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?   Yes   No

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: Yes   No

Do you have more than 24 credit points to complete in your degree?

Have you checked the major requirements in the Handbook?

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 RPL awarded to me.

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

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

Office use only for SVH applications: *To be completed by Student Success Team*

	Yes	No		Approved	Denied	
COE Extension required?			Recommendation*:			*Recommendation is not a final outcome. Students will be notified of final outcome via email.
Attached course plan approved by AC?			Assessed by:		Date:	