



Inter-College Program

Changing Courses in Your Area of Concentration or Theme

Your ICP Program Approval Form is an agreement. Once the coursework listed on that form is approved, you may not change those courses or substitute any other courses for them without *formal approval* from both the appropriate faculty/departmental adviser and ICP.

If you wish to make a change to the coursework listed on your ICP Program Approval Form after it has been approved, use the **Amendment Form** (available at <http://www.cce.umn.edu/degrees/icp/forms/index.html>) to request the change and get the approval of the appropriate faculty/departmental adviser. This page explains the steps involved in filling out the Amendment Form and obtaining approval for your change.

To change the coursework in your concentration area or theme:

1. Complete the Additions and Deletions sections of the Amendment Form.
2. Explain your reasons for requesting the amendment in the appropriate section of the form (**required**).
3. Meet with the appropriate faculty/departmental adviser, bringing a current transcript and your completed Amendment Form. (You can get an unofficial transcript online at <http://onestop.umn.edu/onestop/grades.html>.)
4. If the faculty/departmental adviser approves your changes, have that adviser sign your copy of the Amendment Form.
5. Return the signed Amendment Form to your ICP adviser, who must also approve the proposed change.

To change elective or supporting coursework:

1. Complete the Additions and Deletions sections of the Amendment Form.
2. Explain your reasons for requesting the amendment in the appropriate section of the form (**required**).
3. Return the Amendment Form to your ICP adviser, who must also approve the proposed change.

An amendment to change elective/supporting coursework does not require the signature of a faculty/departmental adviser. Your request only needs to be reviewed and approved by your ICP adviser.