**SPH DEGREEMAP UPDATE/CHANGE REQUEST**

*Requests to update/revise DegreeMap for the current Academic Year (AY) can only be honored if the curriculum change matches the curricular requirements in the Bulletin. Generally, changes for prior AY’s are not accepted, unless an error in DegreeMap has been identified. NOTE: Please confirm the student record in DegreeMap reflects the accurate program and program year BEFORE submitting this request for correction as these are student records issues, not DegreeMap issues.*

**Date of Submission:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Program Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requestor Name/Department/Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Year(s) Affected:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Are the updates/changes you are requesting reflected accurately in the University Bulletin for the Academic Years(s) indicated? See Bulletin (**[**http://bulletin.gwu.edu/**](http://bulletin.gwu.edu/)**). *Be sure to check Bulletin for appropriate AY.***

 ***YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_***

*If* ***Yes****, proceed. If* ***No****, DegreeMap will not be able to make many revisions until the department first submits a change to the Bulletin (via Courseleaf) for the upcoming AY. Appropriate approvals will be required.*

1. **Will the updates/changes affect multiple students (5+)? YES\_\_\_\_\_\_ NO\_\_\_\_\_\_**

*If* ***Yes****, proceed with submission. If* ***No****, consider processing petitions for the individual student(s).*

*NOTE: If you have checked* ***No*** *for questions # 1 and/or #2, this is not likely a DegreeMap*

*issue, unless DegreeMap is actually wrong and does not match the Bulletin.*

1. **Provide at least two GWIDS *(as examples of records that can be checked to see how affected):***

 G Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 G Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Issue/Change Description:**

*Attach description in clear and concise language as it pertains to courses and requirements and include guidance to bring to resolution, if applicable. Consider attaching program-at-a-glance with corrections highlighted, or other documentation that may be helpful.*

**Submit to: Jennifer Lyles-Shields (****jenlyles@gwu.edu****)**

*Please note: Changes are processed by the Office of the Registrar and may take 5-10 business days to resolve. If further clarification is required, you may receive an email directly from the DegreeMap office.*