

**Change of First Major Form**  
**On-campus Program to Online Degree Completion Program**



**INSTRUCTIONS:** This form is to be used by current or readmitted undergraduate students who are changing an academic major offered on the SRU campus to an online degree completion program. Students changing majors from one on-campus program to another on-campus program, should use the Change of Major Form found on the Academic Records and Registration website.

**Undergraduate online degree completion programs that should be processed on this form:**

- BS, Healthcare Administration and Management (2340/LDRO)
- BS, Interdisciplinary Programs: Concentration in Leadership Studies (5197/LSOO)
- BS, Interdisciplinary Programs: Concentration in Liberal Arts (5197/LARO)
- BS, Interdisciplinary Programs: Concentration in Philanthropy and Nonprofit Management (5197/PNPO)
- BSBA, Accounting (2339)
- BSBA, Management (2347)
- BSBA, Marketing (23MO)
- BSN, Nursing (6 58)

**Admissions requirements for online degree completion programs:** Students are reviewed by the proposed new academic department to ensure full compliance with the requirements below. At the point of review, departments will consider the following ODC program admission requirements:

- Residence – Because on-campus students succeed best by involvement in the face-to-face feedback and opportunities available in live format, we reserve ODC programs only for those who are off-campus and thus are not able to enjoy the large number of on-campus programs.
- Students must meet the same ODC program admissions criteria established for new applicants to the University.
- After approved for the ODC program, students may not complete more than 15 credits of on-campus coursework and cannot enroll in more than one on-campus course per term. (For additional information on program admission requirements, go to the SRU Online Learning web site, <http://www.sru.edu/academics/online-learning/online-degree-completion-ug-programs>.)

**Completing and processing this form**

After completing the Student section below, submit this form to your associated academic department:

|          | ACCOUNTING and MARKETING   | HEALTHCARE ADMINISTRATION & MANAGEMENT                         | INTERDISCIPLINARY PROGRAMS   | MANAGEMENT   | NURSING  |
|----------|--|--|--|--|--|
| Location | 110 Eisenberg Classroom Bldg   | 110 Patterson Hall   | 200 Spotts World Culture Bldg  | 105 Eisenberg Classroom Bldg                                     | 110 Patterson Hall                                   |
| Phone    | 724.738.2591   | 724.738.2065   | 724.738.4192   | 724.738.4865   | 724.738.2065   |
| Email    | <a href="mailto:teresa.aspinall@sru.edu">teresa.aspinall@sru.edu</a> | <a href="mailto:tanya.turner@sru.edu">tanya.turner@sru.edu</a> | <a href="mailto:jennifer.massella@sru.edu">jennifer.massella@sru.edu</a> | <a href="mailto:tammie.cramer@sru.edu">tammie.cramer@sru.edu</a> | <a href="mailto:nursing@sru.edu">nursing@sru.edu</a> |

**STUDENT:** Complete the following information and submit form to your new Major's academic department for review.

**DATE OF THIS APPLICATION:** \_\_\_\_\_

**BANNER ID** (if known): \_\_\_\_\_

**BIRTHDATE** (mm/dd/year): \_\_\_\_\_

**LEGAL NAME:** \_\_\_\_\_  
Last Name First Name MI

For readmitted students: If your name has changed since you previously attended SRU, please provide your former name here:

\_\_\_\_\_

**CURRENT/PREVIOUS MAJOR:** \_\_\_\_\_

**NEW MAJOR:** \_\_\_\_\_  
 (Use Major title and number found under the instructions above)

**STUDENT'S SIGNATURE:** \_\_\_\_\_

**ACADEMIC DEPARTMENT:** Complete the following and forward to the Academic Records and Registration Office.

**I APPROVE THE NEW MAJOR:** \_\_\_\_\_  
Department Chairperson's Signature

**STUDENT'S NEW ADVISER:** \_\_\_\_\_

**NEW ADVISER'S BANNER ID:** \_\_\_\_\_

Upon approval, the Academic Department should send this document to the Academic Records and Registration Office at [academic.records@sru.edu](mailto:academic.records@sru.edu).