

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



INSTRUCTIONS

Who should use this form?

This form is to be used by undergraduate, currently enrolled or readmission students, who are changing an academic major offered on the SRU campus to an online degree completion program. Those students, who are changing majors from one on-campus program to another on-campus program, should use the Change of First Major Form, which may be found on the Academic Records and Registration Web site.

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 (5198/LSOO)
- BS Interdisciplinary Programs: Concentration in Liberal Arts (5198/LARO)
- BS, Interdisciplinary Programs: Concentration in Philanthropy and Nonprofit Management (5198/PNPO)
- BSBA, Accounting (2339)
- BSBA, Management (2347)
- BSN, Nursing (6 58)

Admissions requirements for online degree completion programs

Currently enrolled and readmission students are reviewed by the proposed new academic department to ensure full compliance with the requirements below for approval of the change of major. At the point of review, the 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 to your associated academic department:

ACCOUNTING or MANAGEMENT
OR HEALTHCARE ADMIN & MGMT

LEADERSHIP STUDIES, LIBERAL ARTS, or
PHILANTHROPY AND NONPROFIT MANAGEMENT

NURSING

School of Business
105 Eisenberg Building
FAX: 724.738.2959
Phone: 724.738.4865

Interdisciplinary Programs Department
200 Spotts World Culture Building
FAX: 724.738.4207
Phone: 724.738.4192

Nursing Department
104 Vincent Science Center
FAX: 724.738.2509
Phone: 724.738.2065

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): A0 _____

BIRTHDATE (mm/dd/year): _____

LEGAL NAME: _____
Last Name First Name MI

For readmission students: If your name has changed since you previously attended SRU, please record 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 ADVISOR: _____

NEW ADVISOR'S INSTRUCTOR ID: _____

Upon approval, the Academic Department should fax this document to the Academic Records and Registration Office at 724-738-2936, or scan the document and send it to academic.records@sru.edu.