

BELHAVEN UNIVERSITY

Program Change Form

Today's Date: _____

Student's Name: _____ Belhaven ID# _____

Address: Street: _____ Apt # _____ City _____ State _____ Zip _____

Phone Number: Area Code and Number: _____ Alternate # _____

Email Address: _____

Program Information:

- Campus for New Program: (Circle One):
 - Jackson Adult Jackson Graduate Jackson Traditional
 - Houston Memphis Orlando Online Chattanooga Atlanta
- List Degree and Major (if applicable) for new program: _____
 - e.g. MBA

Additional Information:

- Expected Date of Enrollment in new program: _____
- List Year/Semester of expected program change: Year _____ Semester: Fall Spring Summer
- Does student receive financial aid? Yes No
- IMPORTANT: Does student receive Veteran's Benefits? Yes No

Information for Students Changing to Online Campus:

- All students changing to Online Campus must satisfy standardized requirements for computer hardware, software, internet connection, attend scheduled Online orientation, and meet class attendance requirements.
 - Traditional students changing to the Online Campus must 1) have a cumulative Belhaven GPA of 2.0 (or higher), 2) provide a positive recommendation from the student's assigned academic advisor, and 3) obtain approval of SS for Online Campus
 - Adult Studies students changing to the Online Campus must 1) have a cumulative Belhaven GPA of 2.0 (3.0 for graduate) or higher, 2) apply through their campus DOSS, and 3) obtain approval of SS for Online Campus

Signatures Required:

Student's Signature: _____ Date: _____ Reason for Program Change: _____

1) Advisor or Adult Studies DOSS's Signature: _____ Date: _____

Advisor's Recommendation: _____

2) Current Program's Dean's Signature: _____ Date: _____

If changing to Online Program – Additional signatures required:

2) Online Campus SS's Signature: _____ Date: _____ Approved Denied
Belhaven cumulative GPA _____

Online SS notifies original program DOSS to drop/withdraw student from program & send email.

3) Adult Studies DOSS's Program Change email received. Date _____

4) Registrar's Signature: _____ Date: _____

Instructions for Processing Program Change Form for Changing to Online Program

- Student completes request form and submits to Director of program in which student is currently enrolled.
- Director of currently enrolled program submits program change form to ONLINE Student Services.
- ONLINE Student Services reviews student's Belhaven cumulative GPA for program change eligibility and determines technical capability.
- ONLINE Student Services notifies distribution list with approval or denial for program change.
- Student Services of currently enrolled program sends program change email (complete with LDA and program change form attached) to distribution list, if student is eligible to change programs.
- Registrar's office will process program change and notify distribution list of program change completion.
- ONLINE Student Services contacts student with instructions and contact information for finalizing program change.

Instructions for Processing Program Change Form for Changing to Non-Online Program

- Student completes request form and submits to Director of program in which student is currently enrolled.
- Director of currently enrolled program sends program change email (complete with LDA and program change form attached) to distribution list.
- Registrar's office will process program change and notify distribution list of program change completion.
- For students changing to Jackson Traditional program, records analysts notifies student of academic plan and new advisor.
- For students changing to any non-Jackson Traditional program, Student Services of the new program contacts student with instructions and contact information for finalizing program change.