

## PROGRAM APPLICATION AND CHANGE FORM

*This form is used to change between the St. Louis and Madrid campuses or to add or drop a major, minor, or certificate. Applications approved after the 2nd week of the semester will not be effective until the first day of the following semester.*

<b>Required - Student Information and Current Program(s):</b>	
Name:	Banner ID #:
Primary Academic Advisor:	Cumulative GPA:
Current Semester:	Anticipated Graduation Semester:
Campus: <input type="checkbox"/> St. Louis <input type="checkbox"/> Madrid (check one)	
School/College:	Degree: <input type="checkbox"/> BA <input type="checkbox"/> BS (check one)
Primary Major:	Concentration or Track:
2 <sup>nd</sup> Major:	Minor(s) or Certificate:
3 <sup>rd</sup> Major:	
Indicate the <b>program or campus you wish to ADD or Apply/Change to</b> . Only enter/select the information that will change because of this application. <i>Please complete a separate form for each addition or change.</i>	Indicate the <b>program or campus you wish to DROP or move from</b> . Only enter/select the information that will change because of this application. <i>Please complete a separate form for each addition or change.</i>
Campus: <input type="checkbox"/> St. Louis <input type="checkbox"/> Madrid (check one)	Campus: <input type="checkbox"/> St. Louis <input type="checkbox"/> Madrid (check one)
School/College:	School/College:
Degree: <input type="checkbox"/> BA <input type="checkbox"/> BS (check one)	Degree: <input type="checkbox"/> BA <input type="checkbox"/> BS (check one)
Primary Major:	Primary Major:
2 <sup>nd</sup> Major:	2 <sup>nd</sup> Major:
3 <sup>rd</sup> Major:	3 <sup>rd</sup> Major:
Concentration or Track:	Concentration or Track:
Minor or Certificate:	Minor or Certificate:
<b>Required - Student Signature:</b> <i>Some programs charge additional fees; please speak to your Financial Services Counselor.</i>	
Student Signature:	Date:

This section is to be completed by the program/department and/or school/college if the student is requesting a new program. Approval processes and signatures are determined by the relevant unit. Completion is not necessary if the student is dropping a program.		
Date Received:	Program/Dept:	School/College:
Program Criteria (GPA, audition, etc.):		
Decision:   Accept	Conditionally Accept	Deny
Comments/Conditions:		
New Faculty Mentor:	New Academic Advisor:	
Director/Chair approval:	Date:	
Dean Approval:	Date:	

# Instructions

## Program Application and Change Form

Follow the instructions based on the college of the program you are changing or attempting to add:

### Chaifetz School of Business:

**Student Instructions:** If you are not a current business major but are requesting a major or minor in the School of Business, complete the student portion of this document and email it as an attachment to the advising office at [businessadvising@slu.edu](mailto:businessadvising@slu.edu). If you are a current Chaifetz School of Business student, complete the student portion of this document and submit it to your Academic Advisor.

#### **Department Instructions:**

- Complete the following fields: Date Received, Program/Dept, School/College, and Decision.
- Upload form to AppXtender. Add your rubber stamp over the department approval lines.
- Route to "Registrar to Do" queue.

### College of Arts & Sciences:

**Student Instructions:** Complete the student portion of this document and email it as an attachment to [artssci@slu.edu](mailto:artssci@slu.edu).

#### **Department Instructions:**

- Confirm Concentration or Track for major, if applicable.
- Add or remove faculty mentor in Banner (SGAADVR). Do not indicate mentor as primary advisor. Do not use the 'End Advisor' option.
- Return signed form, with completed Department section, to the College of Arts & Sciences at [artssci@slu.edu](mailto:artssci@slu.edu) within two weeks of receiving for processing.
- Keep copy for department records, if applicable.

**School of Science & Engineering:** Complete the student portion of this document and email it as an attachment to [sseadvising@slu.edu](mailto:sseadvising@slu.edu).

**Trudy Busch Valentine School of Nursing:** Send an email to [TBSNadvising@slu.edu](mailto:TBSNadvising@slu.edu) to initiate the process.

**Doisy College of Health Sciences:** Send an email to [doisyadvising@slu.edu](mailto:doisyadvising@slu.edu) to initiate the process.

**College for Public Health and Social Justice:** Send an email to [ESPadvising@slu.edu](mailto:ESPadvising@slu.edu) to initiate the process.

**School of Education:** Send an email to [ESPadvising@slu.edu](mailto:ESPadvising@slu.edu) to initiate the process.

**School of Social Work:** Send an email to [ESPadvising@slu.edu](mailto:ESPadvising@slu.edu) to initiate the process.

### **If you are changing campuses\*:**

**From Madrid to St. Louis:** Complete the student portion of this document and submit it to your Madrid advisor. The Madrid advising office will forward it to the Dean's office or representative of the student's primary major.

**From St. Louis to Madrid:** Complete the student portion of this document and submit it to your academic advisor. The advising office will send this form to the Madrid advising office.

*\*Changing campuses is different than studying abroad. Students who study abroad return to their original campus to finish their degree and graduate. Students who are changing campuses plan to graduate from the other location.*