



I. Policy Title:

Change of Major (Academic Program)

II. Policy Statement:

Alabama State University (ASU) recognizes that a student who is pursuing an academic program (i.e., academic major) may decide to apply for a change of program. Undergraduate students who transfer from one academic program to another, within the University, may do so at the discretion of the program Advisor, Department Chair, and Dean. Students are limited to one program change during their undergraduate academic career if they receive Title IV funds, and three program changes for those students who do not receive Title IV funds. Graduate students are limited to one program change.

III. Scope of Policy:

Students are permitted to change from one program of study to another program in accordance with changes in their educational and career objectives. Students who wish to change from their first program of study to a second program of study may be approved to do so without restriction.

It should be noted that some academic programs maintain minimum GPA requirements for admittance to the program. Also, changing academic program can substantially impact student's financial aid eligibility and additional charges may be assessed.

Please reference the Satisfactory Academic Program (SAP) Policy.

IV. Effective Date: This policy is effective upon official approval by the ASU Board of Trustees

V. Audience:

All University faculty, academic and administrative personnel, and undergraduate students are expected to follow this policy.

VI. Designated Responsibilities and Applicability of Change of Major (Academic Program) Policy:

The Provost, Associate Provost, Assistant Provost, Deans, Associate Deans, Department Chairs, Faculty, Academic Advisors, Faculty Advisors, and the University Registrar have a fundamental responsibility to:

- Have a general knowledge of the change of major (academic program) policy;
- The Office of Institutional Research must provide when requested by the President, Provost, Associate and/or Assistant Provost information or data relevant change of major (academic program) policy.

- Incorporate this policy into daily operations and distribute to all faculty, students, and staff.

VII. Policy Management:

Responsible Office(s): Provost and Vice President for Academic Affairs, Office of Institutional Research, and Registrar

Responsible Executive: Provost and Vice President for Academic Affairs, Associate and/or Assistant Provost

Responsible Officer(s): Provost, University faculty, Academic Deans, Academic Advisors, Director of Institutional Research, and University Registrar

VIII. Procedures:

Alabama State University will consider a request from a student for a change of academic program under the following circumstances:

1. The Change of Academic Program request must be submitted by the end of the first week of the semester in which the change is to be effective. Any Change of Academic Program submitted after the first week of the current term will be effective for the following semester.
2. The student must first speak with his or her advisor regarding a change in academic program.
3. The advisor will discuss the change of academic program process with the student. The advisor will also review how to submit any documents required by the desired program of study.
4. Students will submit a Change of Academic Program request to the appropriate advisor and department chair (new) for approval.
5. The Dean of the program will make the final determination of the student's acceptance to the program.
6. Students will submit a Change of Academic Program request to the appropriate advisor and department chair (new) for approval.
7. Students will be required to follow the curriculum requirements as published in the current catalog for their program of study.
8. Students may not combine program requirements from multiple catalogs.
9. Students on academic probation are not eligible to change their program without the approval of their academic advisor.

Document History

Approved by BOT:9.6.2019