



## Ohio Administrative Code

### Rule 3341-3-35 Changing undergraduates colleges, majors, or degree programs within BGSU- undergraduate.

Effective: March 24, 2015

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#### (A) Policy statement and purpose

This university policy is part of the undergraduate catalog. The undergraduate catalog provides university academic policies and information about program requirements. The undergraduate catalog is updated each semester and can be found at <http://www.bgsu.edu/catalog/academic-policies.html>. Colleges and departments may have additional or more specific requirements or policies that relate to an individual program. Students are advised to become familiar with the undergraduate catalog as well as specific requirements and policies related to their degree program.

#### (B) Policy

Sometimes a change of major or degree program may also involve a change of college. Students may have entered BGSU as undecided, have not been able to complete their current major or degree as planned, or have different career goals than when they first entered BGSU. In addition to consulting with their advisors, students are strongly encouraged to contact the career center (419-372-2356) for assistance in career planning and to identify careers that align with their interests, values, and skills.

A student who wishes to change a major or degree program within a college should notify the college office. At that time, an appropriate advisor will be assigned.

A student who wishes to change from a major in one college to a major in another college should consult a college advisor in the intended college about eligibility and requirements for the intended college and degree program (see associate degree programs or baccalaureate degree programs). Academic advisors are available in the intended college office to (1) help students select the degree program that best meets individual needs and interests, and (2) review the requirements of the intended major or degree program to assure that a student's plan of study will meet the entry and program requirements.



Following the students consultation with a college advisor, a determination is made by the intended college office to approve or not to approve the transfer. The intended college deans (or designees) signature on the college transfer form is the record of approval to transfer. If transfer to the intended college is not approved, a college transfer form will not be issued or signed. In either case, the student will be notified of the colleges decision. A copy of the signed form indicating approval to transfer is given to the student and a copy is sent to the students current college. Once a students current college receives a signed college transfer form, that college will transmit the students file to the new college.

Date: January 2015