

Brewton-Parker Christian University

Change of Program Application

Students who wish to change from the Day program to the Distance Education Program (DEP) must complete this application by 1) the posted drop/add date for the current semester, or 2) the posted date for the last day to withdraw without a penalty from the current semester. Students must secure all appropriate signatures required below. Any questions regarding this form or changing programs may be directed to the Office of the Registrar by email to registrar@bpc.edu, or by calling 912-583-3242.

Note:

- A change of program may adversely affect your financial aid eligibility.
- Not all majors/programs are offered online.
- Completing the Change of Program Application does not guarantee that you will be approved.
- All applicants approved for the change of program will be ineligible to return to the Day program for two full semesters (not including summer or winter).
- ALL applicants will be charged a \$50 application fee (if your application is denied, the fee will still be charged to your account).

Term/Year Applied for: (circle one) Fall ____ Spring ____ Summer ____

Student Information:

Last Name _____ First _____ MI _____

Student ID _____

Permanent Home /Forwarding Address: _____

Street _____ City _____ State _____ Zip _____

Cell Phone: (____) ____ - _____ Alternate Phone: (____) ____ - _____

E-mail: _____

Academic Information:

Major** _____ GPA _____ (Please note: 2.5 GPA is required for the program)

** Not all majors/programs are offered online.

☐ Commuter ☐ Resident

Please indicate reason for your request to change to the DEP:

☐ Financial ☐ Armed Services ☐ Work Related
☐ Illness ☐ Relocating ☐ Other

Other comments: _____

Please indicate all of the following you will have access to:

☐ reliable internet

☐ laptop/ desktop

☐ web cam

You must first email each department and schedule a time to speak to someone about this matter and to obtain the needed signatures. When you have completed the application, please take the form to the Registrar's Office. By signing in each of the sections below, you are acknowledging that you understand the information provided or stated to you by a representative of each department.

Office of the Registrar - registrar@bpc.edu

Student has been counseled as follows: _____

Registrar's Signature: _____ Student's Signature: _____

Advisor's Office:

Student has been counseled as follows: _____

Advisor's Signature: _____ Student's Signature: _____

Financial Aid Office - finaid@bpc.edu

Student has been counseled as follows: _____

Financial Aid Signature: _____ Student's Signature: _____

Business Office - accountsreceivable@bpc.edu

Student has been counseled as follows: _____

Business Office Signature: _____ Student's Signature: _____

Housing Department - housing@bpc.edu

Student has been counseled as follows: _____

(** on campus students will receive a \$100 improper checkout fine and a \$50/key fine for not properly checking out and/or not returning dorm keys).

Housing Signature: _____ Student's Signature: _____

For Office Use Only:

Office of External Programs comments: _____

Date Approved: _____ by: _____