

# Brewton-Parker College

## 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 \_\_\_\_\_  Commuter  Resident

### 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.

### 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 Dept Signature: \_\_\_\_\_ Student's Signature: \_\_\_\_\_

**For Office Use Only:**

Office of External Programs comments: \_\_\_\_\_

\_\_\_\_\_

Date Approved: \_\_\_\_\_ by: \_\_\_\_\_