Healthcare and Business Change of Major Request Form

Student Name _______________________________  ID # ___________________________________
Current Major ________________________________  Current Academic Advisor ________________

Students must have completed at least two semesters of college to request a major change into healthcare & business.

Number of semesters of college completed (at BU or elsewhere) _______________

Students requesting to change majors into healthcare & business (HCB) must either have met the initial criteria for admission into the program or have demonstrated strong academic performance in relevant science, healthcare, and/or business courses after high school.

Please provide your SAT/ACT results. You may find this information in my.butler, Student Center, placement test results, standardized tests. (Preferred admission criteria: SAT combined math and verbal ≥ 1200, no individual subscore less than 530 if SAT taken March 2016 or before; ≥ 1270 if taken after March 2016; or ACT composite at ≥ 26. HS GPA > 3.3, completed at least 4 years each of math and science.)

Best SAT math score = ________________  SAT verbal score = ________________
Best ACT composite score _____________
ACT math subscore _______________ ACT science subscore _______________
High school GPA _______________  Completed 4 years of math and science in high school Yes  No

If you did not meet the initial admission criteria above, but have since demonstrated solid academic performance in relevant science and/or business courses since high school, you may also be eligible for transfer.

Students requesting a change of major into HCB must have demonstrated academic performance consistent with successful career paths within the business of healthcare.

Attach a current transcript (available in your student center in my.butler, choose “transcript, view unofficial” from the dropdown box.)

Students who have earned > 5 credit hours of grades below a C in courses required in the HCB major will not be accepted for transfer. (Grades below a C in courses not required in the healthcare and business major are excluded when calculating this 5 credit hour limit.) Students who have earned ≤ 5 credit hours of grades below a C in a required course will be considered with the understanding that the student will remediate the course within one academic year.

List relevant science, healthcare, and/or business courses taken since high school (at BU or elsewhere) and the grade you earned in each:

List all courses in which you have earned a grade of C- or below since high school (at BU or elsewhere) and the grade earned
Students requesting a transfer into the health sciences program must disclose university conduct code violations, legal violations, and behaviors that would have resulted in a previous violation of the COPHS professional conduct code. See the COPHS Student Handbook, particularly the information under the section header Definitions of Unprofessional Conduct, starting on page 32. Any student with a previous violation, or anyone currently involved in an ongoing conduct code violation investigation must:

a) Write a letter addressed to the BSHS admissions committee summarizing the incident, what was learned from the experience, and how behavior has changed since the incident.
b) Provide pertinent documentation from University, College, or Departmental committees or Student Affairs offices, if applicable.
c) Provide pertinent documentation from police, courts, lawyers, or other relevant agencies/institutions, if applicable.
d) Provide documentation of participation in a substance abuse treatment plan/program, if applicable.

Students without previous conduct code violations, please sign below.

__________________________________________________________________________ __________________________________________
I attest that I have no previous conduct code violations. Date

If a student fails to disclose a previous violation upon transfer, that is considered a second violation of the conduct code, and may result in dismissal from the program.

The University Student Affairs office will be contacted and asked to verify student provided information.

Compare the current HCB curriculum to courses you have already completed. Create a personalized planning map of courses you desire to take each semester/summer in order to satisfy the HCB graduation requirements. You may get additional information from class search in my.butler. Be sure to pay attention to course prerequisites and the specific semester classes are offered. Not all classes are offered every semester. We recommend a target of 15-18 credit hours/semester. For elective courses, you may simply write “elective” in the appropriate semester. You do not have to plan exact course electives in advance, if you don’t wish to. However, you must specifically plan each required course not yet taken and a placeholder for electives.

Given your individualized plan, your anticipated month (May or December) & year of graduation would be ____________________________.

In three sentences or less, state your future career goals.

Completed change of major request packets should be turned into Ms. Tina Vawter in PHSB 402. Your submission should include all of the following: (check that each is included or indicate n/a)

____ Completed HCB change of major request form (this document)
____ Copy of current BU unofficial transcript (print from my.butler)
____ Personalized course planning map detailing courses yet to be taken and anticipated graduation month/yr
____ Butler University Major/Program Change Form (with the student ID, name, college, items to be changed, and old/new sections completed, and signed by student.)
____ Any additional applicable information (Transcripts from other universities, disclosures of conduct code violations, and if you have previous academic difficulty- a narrative clearly explaining any truly significant extenuating circumstances such as severe illness/injury or death in the family and why you feel you would be more successful in this major compared to your previous major.)