

College of Business and Computing Request to Declare Undergraduate Major/Minor

Requirements to Declare Undergraduate Major/Minor

Students must have completed at least 60 hours of coursework.

All students entering GSW Fall 2013 and forward (including transfers) who seek admission to the College of Business and Computing (CoBAC) must adhere to the following:

A minimum 2.25 GPA must be earned across the nine courses that comprise Area A and Area F. Failure to achieve this minimum 2.25 GPA will result in a student having to retake one or more Area A /Area F courses to improve this GPA.

Students admitted to the CoBAC must achieve a minimum 2.25 GPA in their upper division (3000- and 4000-level) courses in Business to be eligible to **graduate with a BBA from GSW**. Students dropping below the minimum GPA requirement will have two semesters to bring their GPA up to the 2.25 level before **they are reassigned a “Pre-major” designation. A student cannot graduate from GSW with a “Pre-major” designation.**

A student who fails to meet the required 2.25 GPA **in the second condition above** may file a written appeal to the Undergraduate Committee of the CoBAC **for an exception to this policy.**

All students admitted to the College of Business and Computing Fall 2019 or forward (including transfers) must complete either MATH 1111 College Algebra or MATH 1101 Math Modeling to satisfy the general core Area A Math requirement. Any credits earned toward Math 1001 Quantitative Reasoning will be applied toward the free elective requirement for the major.

Additional Requirements to be admitted into the eMajor program

Students seeking admission to the eMajor BBA program should review additional documentation requirements published on the [eMajor webpage](#). Any necessary supporting documentation can be uploaded via the [Online Portal](#).

Note: Currently GSW does not offer all core courses online. Students applying to the online program without having the core complete may find it necessary to obtain these courses via E-Core at the published E-Core rate.

Major/Minor Declaration Process

1. If applying to the online BBA program, email the completed form to the Office of Online Learning at external.programs@gsw.edu.
2. If applying to the traditional campus BBA program, return the completed form to the College of Business and Computing at janie.mooney@gsw.edu.
3. You will receive email notification once your application has been reviewed and a decision has been reached.

*The complete policy is found on the [eMajor webpage](#).

College of Business and Computing

Request to Declare Undergraduate Major/Minor

GSW ID	First Name	Last Name
Email Address		Phone Number

From: Current Major: _____

Current Minor or Certificate: _____

To: Major Requested: _____

Minor or Certificate Requested: _____

Double Major Requested: _____

____ On-Campus Program ____ Online Program **

** Student must meet requirements and submit documentation to be eligible for online program. See attached or visit gsw.edu/SOBA for details.

By signing this form I understand the following:

- This change is not official until I return this completed form to the department I am changing my major to and it has been reviewed and processed.
- Major/advisor changes processed after the first four weeks of the term may not be reflected until the next semester/term.
- My signature certifies that I have read and understand the policies as outlined above and on the attached sheet.

Student's Signature: _____ Date: _____

Approval Signature for New Major: _____ Date: _____

For online program change - Director of Office of Online Learning
 For on campus program change - Advisor/Dean/Chair of New Major

Approval Signature for Minor/Certificate: _____ Date: _____

For online program change - Director Office of Online Learning
 For on campus program change - Advisor/Dean/Chair of New Major

Departmental Use Only		
Verified Courses and GPA requirements:	Date:	Initials:
Verified Online Documentation (if applicable)	Date:	Initials: