



800 Georgia Southwestern State University
Americus, GA 31709-4379

Send completed form to:
Office of External Programs
Fax: 478-304-1492
External.Programs@gsw.edu

School of Business Administration

Request to Declare Undergraduate Major/Minor

Requirements to Declare Undergraduate Major/Minor

Students must have completed at least 60 hours of coursework.

A minimum 2.25 GPA must be earned in Area A (ENGL 1101, ENGL 1102, and the MATH course) and in the following three (3) courses from Area F: ACCT 2101, BUSA 2010, and either ECON 2105 or 2106. This requirement is effective for all students, including transfer students, entering GSW Fall 2013 and forward who seek admission to the SOBA.

Students admitted to the SOBA must maintain a 2.25 GPA in their remaining Area F and upper division (3000 and 4000 level) courses in Business to be eligible to continue to take SOBA courses. Students dropping below the minimum GPA requirement will have 2 semesters to bring their GPA up to the 2.25 level before they would be placed back into the Pre-major advising group.

Requirements to be admitted into the online program

*Live at least 50 miles from Georgia Southwestern State University OR be employed full time and provide documentation that employment makes class attendance impossible. Documentation is required in either case.

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 at another accredited university. However beginning Fall 2015, GSW offers E-Core courses at the published E-Core rate.

Major/Minor Declaration Process

1. If applying to the online BBA program, email the completed form and any supporting documentation* to the Administrative Assistant for the External Programs office at external.programs@gsw.edu.
2. If applying to the traditional campus BBA program, return the completed form to the Administrative Assistant for the School of Business.
3. The Administrative Assistant will process your request and notify you once your application has been reviewed and a decision has been reached.

*The complete policy is found on the External/Online Programs webpage under the SOBA homepage: https://gsw.edu/Assets/School%20of%20Business%20Administration/files/External_Prog_forms/Files/Criteria%20for%20Online%20Program.pdf



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_____	_____	_____
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 External Programs
For on campus program change - Advisor/Dean/Chair of New Major

Approval Signature for Minor/Certificate: _____ Date: _____

For online program change - Director of External Programs
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: