

# Change of Program



## Important Steps:

- Students may apply for a Change of Program no more than once each academic year.
- The deadline to submit a Change of Program is the Friday before the start of the semester; requests received after a semester has started will be applied to the following term or another future term.
- Requests must include a signature from an advisor/director and a Student Financial Services Counselor.
- Program costs may differ. To learn more and obtain the required signature, you must meet with Student Financial Services.
- When applying to change your program, you will automatically be removed from classes in future terms for your old program and will need to submit a Registration Form for the new program.
- Please complete all sections of this form and print clearly.

## How to Submit

### In person:

Enrollment Center  
Sverdrup Hall 101

### By mail:

Augsburg University  
Registrar's Office, CB 71  
2211 Riverside Avenue  
Minneapolis MN 55454

### By email or fax:

[registrar@augsborg.edu](mailto:registrar@augsborg.edu)

Fax: 612-330-1425

## Student Information

Student Name: \_\_\_\_\_  
*Last First Middle*

Augsburg ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Augsburg Email: \_\_\_\_\_

## Program Change Information

### Program Change from:

DAY to AU (Adult Undergraduate)

#### Campus Location Change for AU

Minneapolis Campus (AU)  Rochester Campus (ROCH)

AU (Adult Undergraduate) to DAY

MAN to DNP (Previous DNP admission required)

Academic Year: 20\_\_\_\_ - 20\_\_\_\_

Effective Term:  Fall  Spring  Summer

### Major/Minor:

\* Your request will be denied if you are requesting to readmit to a major not offered in your selected program. Visit [www.augsburg.edu/academics/majors](http://www.augsburg.edu/academics/majors) for majors by program.

Major 1: \_\_\_\_\_

Major 2: \_\_\_\_\_

Minor 1: \_\_\_\_\_

Minor 2: \_\_\_\_\_

### Reason for Request (required):

## Required Signatures

By signing below I accept all financial and academic obligations incurred as a result of this request.

Student Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_  
*Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted. MM / DD / YYYY*

Advisor/Director Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_  
*Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted. MM / DD / YYYY*

Student Financial Services Signature (Required): \_\_\_\_\_ Date: \_\_\_\_\_  
*Sign in ink, or draw your signature with a mouse or touchscreen device. Typed digital signatures are not accepted. MM / DD / YYYY*

## Registrar's Office Use Only

Received Date: \_\_\_\_\_ Processed By: \_\_\_\_\_ Processed Date: \_\_\_\_\_ Changed Program: \_\_\_\_\_ to \_\_\_\_\_ Term/Year: \_\_\_\_\_ Stage: \_\_\_\_\_  
*Old New Sr, Jr, So, Fr*

Registered in Effective Term:  Yes  No Courses Switched in Effective term:  Yes  No Courses removed from future terms:  Yes  No

Faculty Advisor(s) Notified: \_\_\_\_\_  Yes  No Student Notified:  Yes  No

Action:  Approved  Denied (Reason): \_\_\_\_\_