



## **Procedure for Changing Academic Program to Nursing as Intended Major**

### **Purpose**

This procedure establishes criteria for students requesting to change their academic program to Nursing as their Intended Major. The policy ensures that students meet the foundational academic requirements necessary for success in the program.

### **Procedure Statement**

First-time college students are not allowed to transfer into Nursing as an Intended Major within two weeks before the start of their first semester or at any time during their first semester.

To be eligible to request a program change to Nursing as an Intended Major, students must meet the following requirements:

1. **Completed Credit Hours:** Students must have earned 12 college credit hours.
2. **Good Academic Standing:** Students must be in good academic standing with the university, as defined by institutional policies on academic progress and performance.
3. **Core Science Requirement:** Of the 12 required credit hours, at least three credit hours must be earned in a core pre-requisite science course, such as biology or chemistry, with a grade of “C” or higher.

### **Process**

1. Students interested in changing their academic program to Nursing as their Intended Major must submit a formal request via the electronic Major/Minor Change Request Form on the student Profile page in the student’s Wings account.
2. Requests will be reviewed to confirm eligibility based on the stated criteria. Decisions will not be made until final grades have been posted.
3. If approved, students will be admitted into Nursing as an Intended Major and receive academic advising to guide them through the curriculum and prerequisites for further progression in the nursing program.

### **Rationale**

This procedure ensures that students demonstrate a commitment to academic success and preparedness in foundational science courses before entering Nursing as an Intended Major, supporting the overall success of the nursing program.

### **Effective Date**

This procedure is effective February 17<sup>th</sup>, 2025.

### **Procedure Review**

The School of Nursing will review this procedure periodically to ensure alignment with program goals and student success strategies.