Major Changes (within college) During STAR

- Major changes within the same college will be handled by the college and not the Office of Admissions.
  - If it’s important to the academic college or school to have accurate major-level data at the conclusion of STAR, please send Admissions admissions@purdue.edu a list of all the changes you made.

Major Changes (between colleges) During STAR

Fall New Beginners

- **Fall, beginner students** wishing to change their major between colleges will use the Change Major form available in the student’s application portal throughout STAR (June 18-July 13). They can complete it at any time.
- Students who have major change conversations (moving from one college to another) with their academic advisor should use this form to formally request the change.
- Students have 2 total changes available to them. The form will only populate for those students who have changes left.
  - If the student does not have changes left, they will need to stay in their current major.
  - Before working with a student on a potential major change, please refer to the “Changing Majors during STAR” page: http://www.admissions.purdue.edu/changemajor
    - Majors will not be changed if the student does not meet the minimum criteria outlined on this page.
    - **This website has not been updated for 2018. In early-June, expect an email notification about the website being updated.
    - No changes will be approved until we have a final high school transcript.
    - It could take up to 2 weeks from the time a student submits their change request to the time they hear a new decision.
    - If the student has a merit scholarship (Presidential or Trustees), they will lose their merit scholarship if they change to a major outside of their original college.
- Admissions will be communicating with all students whose change major request is approved or denied.
  - Communication following the decision on the change major request (both a paper letter in the mail and a letter in their application portal) will encourage the student to connect with the academic college or school to which they are currently admitted. Note: If the change request is approved then this is the new college/school.
  - This will provide an opportunity for the student to confirm their course request or schedule is still accurate or allow for follow-up conversation if adjustments are needed.

Transfer, Summer Start, Early Start Students

- **Transfer students and Summer Start/Early Start students** only, will receive special consideration. Admissions will handle change major requests (between colleges) for these populations on the day of their STAR appointment.
  - Advisors should contact Admissions with the student in their office. Admissions will evaluate the application for admission on the spot and confirm or deny the change of major request over the phone with the current advisor and student.
  - For Summer Start and Early Start Students, the 2 changes limit will still apply.
  - If the student does not have changes left, they will need to stay in their current major.
  - Before working with a student on a potential major change, please:
    - Early Start/Summer Start - refer to the “Changing Majors during STAR” page: http://www.admissions.purdue.edu/changemajor
      **This website has not been updated for 2018. In early-June, expect an email notification about the website being updated.
    - Majors will not be changed if the student does not meet the minimum criteria outlined on these pages.
    - If the student has a merit scholarship (Presidential or Trustees), they will lose their merit scholarship if they change to a major outside of their original college.
- If the change is approved, Admissions will work with the current advisor, student and new advising office to determine if an appointment can be made for the same day in the new college.

- The Change Major form will continue to be available in the application portal for transfer, Summer Start and Early Start students. However, if they are requesting a change of major on the day of their STAR appointment, we will use the process outlined above.

Additional Notes:

- Head Advisors will be provided with a link to run a Cognos report of approved major changes. This report can be run as frequently or infrequently as the head advisor would like and can be distributed to anyone within your college who may need/want access.

- **All forms currently in the student portal that allow a student to change their major will remain there until July 15, 2018.**

  - Students who would like to change their major (between colleges) but didn’t do so prior to July 15 can stop by Admissions (SCHL, room 109) during the first week of classes to request the change.

    - Major changes within the same college can continue to happen through the first week of classes.

- This information is for domestic students only. For international students wishing to change their major, please consult International Admissions at intl-admissions@purdue.edu or (765) 494-0380 for consultation on whether or not a switch (major change) is possible under immigration regulations.

- See page 3 for screen shots of the Change Major form

- Admissions is happy to answer any questions you or your students may have. We can be reached at: 765.494.1776 or admissions@purdue.edu.
Students access their Purdue application portal here:
http://admissions.purdue.edu/apply/applicationstatus.php

Once in their portal, the tabs help students navigate to different forms to accomplish various tasks.

For the purpose of major changes, students should select the tab for “Profile and Application Changes”. Select the “Change Major” form from the list (screen shot below).

A look at the “Change Major” form.