

Cal Poly Pomona

Clarification of Undergraduate Change of Major

Strong academic and career advising should be a significant part of any approval for a change of major, and the change to a new major should be processed as early as possible in the student's academic career. Students who are unsure about which major to pursue may contact the Career Center for career counseling to narrow their choice of potential majors.

Facilitating graduation in a timely manner and within a reasonable number of units is an issue that the campus is actively reviewing. This has become even more critical with the increase in enrollment demand and the ongoing reduction in state funding. While students are provided the opportunity to change to majors that best meet their aptitudes and interests, these decisions should be well-informed with the desire of minimizing additional time and units to degree.

Undergraduate students declaring a major for the first time or changing from one degree program or degree option program to another must complete and submit an approved *Petition to Change Major Curriculum*. These forms are available in most department offices and in the Registrar's Office.

Academic advising appointments and/or change of major meetings may be required to ensure that students have the potential to succeed in the selected major. Students changing their major are subject to the major/minor requirements in effect at the time of the change.

Non-Impacted Majors

With the exception of impacted programs, departments must accept changes of major for *lower-division students in good standing* (2.0 grade point average for all college-level work attempted, all Cal Poly Pomona work attempted, and all work attempted in the major core).

Departments may establish requirements for change of major for *upper-division students*. The department may require a minimum number of units or specify courses that must be completed with grades of C or better. Only programs that are impacted can set more demanding requirements (e.g., grades higher than a C). All departmental requirements must be approved by the Dean of the College.

Change of major petitions for *non-impacted* majors may be submitted at any time during the quarter. However, change of major petitions must be submitted no later than the end of the fourth week of the quarter to be effective in the following quarter.

Impacted Majors

Both *lower-division and upper-division students* requesting a change of major to an impacted program must meet the supplemental requirements required for that major.

Requests for changes to *impacted* majors must be received by the end of the initial filing period for the term for which new majors are being accepted (i.e., February 28 for summer; November 30 for fall; June 30 for winter; August 31 for spring).

Closures or Limits of Changes of Major

Departments may close or limit changes of major for a specific term if the number of prospective students applying for admission and the number of current students applying for a change of major exceed the number of students that can be accommodated. Any closure or limits to changes of major must be approved by the Dean of the College within the context of the department's enrollment management plan. The closure or limit must adhere to the enrollment priorities established by the Chancellor's Office to the extent practicable*. Closures or limits must be publicized well in advance of the effective term, preferably three terms prior to the closure.

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Information to the Campus and Students

Colleges choosing to require pre-requisites for upper-division changes of major or to close or limit the number of changes of major must provide this information to the Associate Vice President, Enrollment Services; Associate Provost; and Executive Director, Academic Resources. Colleges are responsible for including information of requirements, closures and limits of changes of major to students on the department or college website.

*The Chancellor's Office *Enrollment Management Policies and Practices* document is available at www.calstate.edu/acadres/docs/CSU_Enroll_Mngment_Policy_Practices.pdf.