ACADEMIC SENATE
of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA
AS-706-10

RESOLUTION ON CAMPUS WIDE CHANGE OF MAJOR POLICY

WHEREAS, Cal Poly requires students to declare their major at their time of application; and
WHEREAS, Approximately thirty percent of Cal Poly students change their major during their time at Cal Poly; and
WHEREAS, Changing majors can increase a student’s time to degree; and
WHEREAS, Senate Resolution AS-582-02/IC, Resolution on Process for Change of Major, adopted March, 2002, was never fully implemented; and
WHEREAS, The process and rules for change of major are set by each department and are inconsistent across the campus, and in some cases they are unclear or onerous; and
WHEREAS, Student success is our primary goal; and
WHEREAS, The attached Change of Major Policy has been created with input from a committee of the associate deans, the Senate Curriculum Committee, and the faculty at an open forum; therefore be it
RESOLVED: That the Academic Senate adopt the attached Change of Major Policy; and be it further
RESOLVED: That the Academic Senate recommend to President Baker that the campus adopt the attached Change of Major Policy; and be it further
RESOLVED: That the Provost ensure the timely implementation of this policy and require deans to provide feedback to her/him on the progress and effectiveness of this policy.

Proposed by: Academic Senate Curriculum Committee
Date: January 14 2010
Revised: January 24 2010
Revised: March 2 2010
Revised: March 9 2010
CHANGE OF MAJOR POLICY  
January 24, 2010

Policy Statement

Cal Poly students are required to declare a major at the time of application. Some students find that their interests and abilities lead them in a different direction. The university must offer a transparent and timely process for all students who seek to change majors.

Process

I. General Guidelines

A. Minimum Time at Cal Poly  
Students must complete at least one quarter at Cal Poly before requesting a change of major.

B. Basic Criteria that may be used in advising for determining Target Major Options  
All academic departments should give careful consideration when determining target major options. The following criteria may be considered:

1. The majors for which the student was eligible at time of admission,
2. College academic record (e.g., GPA, coursework, etc.), and
3. Remaining coursework and the student’s ability to complete degree requirements in the new major within the published unit maximums for that major.

C. One Chance to be Accepted  
Students who enter into an individualized change of major agreement (ICMA) and do not complete the ICMA requirements will not be eligible to request that major again later in their career at Cal Poly.

D. Completion of Change of Major  
The change of major will be approved once the student has successfully met all of the requirements of the ICMA.

E. Timeframe  
The ICMA must be feasible to complete and be completed in no more than two quarters.

F. Publication of Change of Major Criteria  
As applicable, department’s web sites should post the minimum criteria required of all students to change major into their program including timelines.
G. Impaction Constraints
Per the Office of the Chancellor's *The California State University Enrollment Management Policy and Practices*, other admissions requirements for all transfer students (internal and external) entering the target majors on impacted campuses must be the same (e.g., portfolios, auditions, etc.).

H. Academic Standing
A change of major agreement will be void if a student is academically disqualified prior to the completion of the agreement.

II. Requesting a Change of Major

A. Meet with current adviser to review major options and talk about career paths. Consider, also, consulting with Career Services, other advisers, and faculty and/or department heads/chairs in both current and target majors.

B. Meet with the department head/chair or designee in the target major to determine the likelihood of success in the new major.

C. Review the curriculum requirements for the target major.

D. If the target major is not a good fit for the student, the student will be advised to look at other options.

E. If the student receives a positive assessment based on consideration of I.B., and it is clear that they can complete degree requirements in the new major within the unit maximum (unit maximum is 24 units above program requirements), then an ICMA will be developed (see below).

III. Individualized Change of Major Agreement (ICMA)

The change of major will be approved once the student has successfully met all of the requirements of the ICMA.

The ICMA will cover no more than two quarters. The ICMA may include the following components:

A. Maximum of three specified courses or 12 units in the target major.

B. Additional courses and/or units to allow the student to meet minimum progress standards and complete degree applicable units in both majors, whenever possible (e.g., GE courses or electives a student could use to meet degree requirements in both current and target majors).

C. GPA requirements, as determined by the department (e.g., overall/term GPA, GPA in major-specified courses, GPA in past two quarters).
D. If applicable, specific steps to be met to resume good academic standing status.

**General Information**

As much as possible, entering students are encouraged to make careful and informed decisions about the initial application to their declared majors. All majors at Cal Poly are impacted and it will be difficult to change into some majors despite a student’s best efforts. Nevertheless, sometimes students will find that their interests, abilities, or talents will take them in a different direction than they had identified when they originally applied to Cal Poly and they may seek to change to a different major. Depending on the degree of impaction of the target major (i.e., the relationship between the number of applicants to the major and the number of places available), there might only be a few spaces available for change of majors, or no spaces at all. Students who are unable to change into their desired majors might also need to consider applying to another university in the major of their choice.

If a student makes the decision to change major, doing so early in the academic career will better allow a student to make degree progress in a timely manner and stay within the university’s minimum progress to degree standards; major changes late in the academic career will be restricted by the university’s minimum progress standards, including the unit maximum.

All students, whether lower division (those with fewer than 90 Cal Poly units) or upper division (those with more than 90 Cal Poly units or 90 transfer units), intending to change majors must demonstrate that they can complete the new major within the minimum progress standards and the unit maximum set forth by the university. This is likely to be a greater challenge for upper division students, who will have fewer remaining degree requirements. Further, students need to be aware that not all departments can accommodate upper division change of majors.
INDIVIDUALIZED CHANGE OF MAJOR AGREEMENT

Name: ____________________________

EmpID: ____________________________  Today's Date: ____________________________

Current College/Major: ____________________________  Current Catalog Year: ____________________________

Concentration (if applicable): ____________________________  Minor (if applicable): ____________________________

Current Term (last completed term): ____________________________

Current Term GPA: ____________________________  CPSLO GPA: ____________________________  Higher Ed GPA: ____________________________

Cal Poly Units Completed: ____________________________  Units Completed (towards target major): ____________________________

Target College/Major: ____________________________  Catalog Year: ____________________________

REQUIREMENTS TO BE MET

Met Term #1 [ Quarter] Requirements

A. Required Courses/Units*

__________________________________________________________

__________________________________________________________

B. Additional Courses/Units**

__________________________________________________________

__________________________________________________________

C. GPA Requirements:

Term: ____________________________

CPSLO: ____________________________

Higher Ed: ____________________________

D. Good Academic Standing

E. Other

Met Term #2 [ Quarter] Requirements

A. Required Courses/Units*

__________________________________________________________

__________________________________________________________

B. Additional Courses/Units**

__________________________________________________________

__________________________________________________________

C. GPA Requirements:

Term: ____________________________

CPSLO: ____________________________

Higher Ed: ____________________________

D. Good Academic Standing

E. Other

APPROVALS

Current Department Designee: ____________________________  Date ____________________________

Current College Designee: ____________________________  Date ____________________________

Target Department Designee: ____________________________  Date ____________________________

Target College Designee: ____________________________  Date ____________________________

I understand that academic disqualification or failure to meet the requirements to change major as outlined above will void this agreement.

Student Signature: ____________________________  Date ____________________________

Attached: Curriculum Plan for Target Major

ICMA.doc 1/25/10
To: Rachel Fernflores  
Chair, Academic Senate

From: Warren J. Baker  
President

Date: March 22, 2010

Copies: R. Koob, E. Smith,  
P. Bailey, D. Christy,  
L. Halisky, T. Jones,  
M. Noori, D. Wehner,  
K. Ikeda, C. Sunata,  
S. Olivas, M. Whiteford

Subject: Response to Academic Senate Resolution AS-706-10  
Resolution on Campus Wide Change of Major Policy.

Based on consultation with Provost Robert D. Koob, this memo acknowledges receipt and approval of the above-entitled resolution. The Provost’s Office will ask that implementation of the policy be made in a timely manner by the colleges. In addition, a progress report on the effectiveness of this policy from the deans will be submitted to the Provost.

Please extend my appreciation to members of the Academic Senate Curriculum Committee for its efforts to ensure student success.