

Adopted: March 9 2010

**ACADEMIC SENATE  
of  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, CA**

**AS-706-10**

**RESOLUTION ON CAMPUS WIDE CHANGE OF MAJOR POLICY**

- 1 WHEREAS, Cal Poly requires students to declare their major at their time of application; and  
2  
3 WHEREAS, Approximately thirty percent of Cal Poly students change their major during their  
4 time at Cal Poly; and  
5  
6 WHEREAS, Changing majors can increase a student's time to degree; and  
7  
8 WHEREAS, Senate Resolution AS-582-02/IC, Resolution on Process for Change of Major,  
9 adopted March, 2002, was never fully implemented; and  
10  
11 WHEREAS, The process and rules for change of major are set by each department and are  
12 inconsistent across the campus, and in some cases they are unclear or onerous; and  
13  
14 WHEREAS, Student success is our primary goal; and  
15  
16 WHEREAS, The attached Change of Major Policy has been created with input from a  
17 committee of the associate deans, the Senate Curriculum Committee, and the  
18 faculty at an open forum; therefore be it  
19  
20 RESOLVED: That the Academic Senate adopt the attached Change of Major Policy; and be it  
21 further  
22  
23 RESOLVED: That the Academic Senate recommend to President Baker that the campus adopt  
24 the attached Change of Major Policy; and be it further  
25  
26 RESOLVED: That the Provost ensure the timely implementation of this policy and require deans  
27 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 impact 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: \_\_\_\_\_

EmplID: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Current College/Major: \_\_\_\_\_ Current Catalog Year: \_\_\_\_\_

Concentration (if applicable): \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

Current Term (last completed term): \_\_\_\_\_

Current Term GPA: \_\_\_\_\_ Current Term CPSLO GPA: \_\_\_\_\_ Current Term 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	Met	Term #2 [ _____ Quarter] Requirements
	A. Required Courses/Units* _____ _____ _____		A. Required Courses/Units* _____ _____ _____
	B. Additional Courses/Units** _____ _____ _____		B. Additional Courses/Units** _____ _____ _____
	C. GPA Requirements: Term: _____ CPSLO: _____ Higher Ed: _____		C. GPA Requirements: Term: _____ CPSLO: _____ Higher Ed: _____
	D. Good Academic Standing		D. Good Academic Standing
	E. Other _____		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 \_\_\_\_\_

State of California  
**M e m o r a n d u m**

RECEIVED

MAR 29 2010

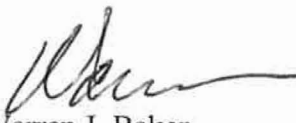
ACADEMIC SENATE

**CAL POLY**

SAN LUIS OBISPO  
CA 93407

To: Rachel Fernflores  
Chair, Academic Senate

Date: March 22, 2010

From:   
Warren J. Baker  
President

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.

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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.