**Experience Industry Management Department**

**RECREATION, PARKS, AND TOURISM ADMINISTRATION**

**CHANGE OF MAJOR PROCEDURE**

**General Guidelines:**

* Students must complete at least one quarter at Cal Poly before entering into an **Individualized Change of Major Agreement (ICMA)**. Review Cal Poly’s [**General Change of Major Policy**](http://catalog.calpoly.edu/academicstandardsandpolicies/otherinformation/).
* Students are allowed **1 ICMA per major**.  Students who do not meet the conditions of their ICMA will **not**be issued another ICMA for that major.
* Students must be able to graduate in a timely manner. A realistic quarter-by-quarter graduation plan may be required.

**Step 1: Research**

* Students are expected to research their options and make a well-informed decision. Choose **two** of the following research opportunities:
* Review the [Change of Major Policy](http://www.catalog.calpoly.edu/academicstandardsandpolicies/otherinformation/#ChangeofMajor)
* Attend a Change of Major Workshop (<http://success.calpoly.edu/workshop-schedules>)
* Meet with a Career Counselor (<http://careerservices.calpoly.edu/our-story/our-team>)
* Meet with an academic advisor in current college (<http://advising.calpoly.edu/advising-centers>)
* Meet with an academic advisor in the [Mustang Success Center](https://success.calpoly.edu/) (first year Freshmen only).
* Utilize Career Exploration Online tools: <http://careerservices.calpoly.edu/explore-services/resource-toolkit/explore-majors>

**Step 2: Complete the Change of Major Inquiry Form**

* Complete the Change of Major Inquiry Form through your Cal Poly Portal
	+ Instructions found here: <https://advising.calpoly.edu/change-major>

* You will receive an email response from the Change of Major Coordinator within **10 business days** with details regarding next steps**.**

**Step 3: Meet with Major Academic Advisor**

* Students are required to meet with the Experience Industry Management Academic Advisor, Dianne Korth. Email cafesadvising@calpoly.edu to schedule an appointment. *(Appointment must be completed before Step 4.)*

**Step 4: Meet with Experience Industry Management Department Head**

* Meet with the Experience Industry Management Interim Department Head, Dr. Jerusha Greenwood, to initiate the ICMA. Refer to the EIM department website for Dr. Greenwood’s office hours: <https://eim.calpoly.edu/personnel>
* Send a statement indicating reasons for major change and future career objectives to Dr. Greenwood, jbgreenw@calpoly.edu, prior to your meeting.

**ICMA Criteria**

The ICMA may be approved immediately, completed within one quarter, or completed within a maximum of two quarters.

The following requirements must be met by the ICMA review date:

* A Cal Poly cumulative GPA of 2.8 or higher OR a quarter GPA of 2.8 or higher for the two consecutive quarters of full-time enrollment when the ICMA is in progress (at least 12 letter grade units per quarter)

*A freshman student who requests to change into the RPTA major during their first year of enrollment, may be evaluated based on their eligibility at time of admission, plus a*

*Cal Poly cumulative GPA of 2.5 or higher.*

* RPTA 101 or RPTA 255 (B grade or better)

*Enrollment in RPTA 101 is limited to RPTA majors only. Non-majors must “crash” the course the first week of the quarter.*

***Only one course may be taken while the ICMA is in progress.***

* MATH 118/119/221 or STAT 217/251 (C grade or better)
* ECON 201/222 or BUS 212/AGB 214 (C grade or better)

*\*\*The completion of coursework without prior consultation with the EIM Academic Advisor, does not guarantee the student eligibility to switch into the RPTA major.\*\**

 Updated: August 2019