

Experience Industry Management Department

EXPERIENCE AND EVENT MANAGEMENT CHANGE OF MAJOR PROCEDURE

General Guidelines

- Students must complete at least one term at Cal Poly before entering into an **Individualized Change of Major Agreement (ICMA)**. Review Cal Poly's [General Change of Major Policy](#).
- Students are allowed **one ICMA per major**. Students who do not meet the conditions of their ICMA will **not** be allowed another ICMA for the same major.
- Students must be able to graduate in a timely manner. A detailed academic plan may be required.

Step 1: Research

- Students are expected to research their options to make a well-informed decision. Suggestions include:
 - 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 (<http://advising.calpoly.edu/advising-centers>) or the [Mustang Success Center](#) (first year Freshmen only)
 - Use Career Exploration 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 the Cal Poly Portal
 - Instructions available: <https://advising.calpoly.edu/change-major>

Step 3: Meet with the EIM Undergraduate Program Coordinator

- Meet with the Experience Industry Management Undergraduate Program Coordinator, Dr. Jerusha Greenwood, to initiate the ICMA.
- Email a statement indicating the reason for the major change and future career objectives to jbgreenw@calpoly.edu. An appointment link will be sent.

ICMA Criteria

The ICMA must be completed within one term. The following requirements must be met by the ICMA final review date:

- A Cal Poly cumulative GPA of 2.8 or higher **OR** a term GPA of 2.8 or higher of full-time enrollment when the ICMA is in progress (at least 12 letter graded units).
A first-year freshman who requests to change into EIM during their first year of enrollment, may be evaluated based on their admission eligibility, plus a Cal Poly cumulative GPA of 2.5 or higher.
- EIM 1101 or EIM 2255 (B grade or better)
Enrollment in EIM 1101 is limited to EIM majors only. Non-majors must "crash" the course the first day of the quarter.
Only one course may be taken while the ICMA is in progress.