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 in full.
- 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 to demonstrate whether this is feasible.

Step 1: Research
- Students are expected to research their options and make a well-informed decision. Choose two of the following research opportunities:
  - Carefully review the Change of Major Policy
  - 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 your current major/college. (http://advising.calpoly.edu/advising-centers)
  - Meet with an advisor in the Mustang Success Center.
  - Career Services 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 deemed eligible for an ICMA are required to meet with the Experience Industry Management Academic Advisor, Dianne Korth. Email cafesadvising@calpoly.edu, or call (805)756-7574 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 Department Head, Dr. Bill Hendricks, to initiate the ICMA. Refer to the Experience Industry Management website for Dr. Hendricks’ office hours: http://www.rpta.calpoly.edu/personnel
• Send a statement indicating reasons for major change and future career objectives to Dr. Hendricks at whendric@calpoly.edu, prior to your meeting.

**The completion of coursework without prior consultation with the intended major department does not guarantee the student eligibility to switch into the intended major.**

**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 for the major at time of admission, plus a Cal Poly cumulative GPA of 2.5 or higher.*

- RPTA 101 or RPTA 257 (B grade or better)
  
  *Enrollment is limited to RPTA majors only. Non-majors must “crash” the course the first week of the quarter. Only one of these courses may be taken while the ICMA is in progress.*

- MATH 118/119/141/221 or STAT 217/251 (C grade or better)

- ECON 201/222 or BUS 212/214/AGB 214 (C grade or better)