

## NUTRITION CHANGE OF MAJOR POLICY AND PROCEDURE

Please review the criteria below: If it is feasible for you to meet the following criteria in a 1 or 2 quarter timeframe, you may set up a meeting to develop an ICMA with FSN Department Head, Dr. Stephanie Jung. If not, I regret to inform you that you do not meet the conditions to begin the ICMA process.

Please contact the FSN Coordinator, Pamela Montalban, at [pamontal@calpoly.edu](mailto:pamontal@calpoly.edu). ***Please send her several times and days of availability*** and she will arrange a meeting on Dr. Jung's calendar for you to meet and discuss your letter of motivation via Zoom. Please attach a copy of this letter of motivation in your email to Pamela Montalban when you set up your meeting.

Here is a reminder of the criteria for the ICMA into nutrition:

1. Completion of FSN 210 with a grade of B or better
2. Completion of CHEM 127 **and** either CHEM 128 **or** BIO 161 with B or better
3. Term Cal Poly GPA(s) of 3.0 or higher during ICMA term(s)
4. Motivation letter attached to email: You must provide a one-page statement of academic and career objectives that convincingly demonstrates a motivation, interest and understanding of the nutrition major (including the science requirements). (For example, why do you want to change into the nutrition major? What science courses have you taken in the past or are taking now that resonate with you and why? What teachers, professors, nutritional professionals, internships, summer jobs, experiences with nutrition, readings/descriptions in the nutrition pages of the catalog (if any) have led you to feel this is an area of study and/or career path that would be a good fit for you? Be specific.)
5. Must be able to complete degree requirements within the unit maximum of 24 units above program requirement. 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:

- Maximum of three specified courses or 12 units in the target major.
- 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).
- ICMA term GPA requirements, as determined by the department (e.g., overall/term GPA, GPA in major-specified courses, GPA in past two quarters).
- If applicable, specific steps to be met to resume good academic standing status.

***Note: If you are a freshman, the criteria includes your initial eligibility in addition to the above requirements.***

***Do not start these requirements without entering into an ICMA because it can negatively affect your registration and/or land you on administrative academic probation!***