

FOOD SCIENCE CHANGE OF MAJOR POLICY AND PROCEDURE

Step 1: Please go to [this website](#) for information on how to access your **Change of Major Inquiry Portal** on your Cal Poly Portal and submit a "Change of Major Eligibility Inquiry Form" (Step 3 of Change of Major Process on [this website](#)). This action will generate an email to the FSN Advisor and she will respond to you ASAP.

Step 2: 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 email FSN Department ASC, Monique Guerrero at mguerr38@calpoly.edu (Also Cc your advisor, Cathy Bartholomew, at bartholo@calpoly.edu) indicating your interest in changing your major, your request for a meeting with Dr. Jung and a copy of your written letter of motivation.

Please send several times and days of availability in your email and the office staff 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 the FSN department office when you set up your meeting.

Here is a reminder of the criteria for the ICMA into Food Science:

1. Completion of FSN 125 or FSN 230 with a grade of B or better
2. Completion of CHEM 127 and either CHEM 128 or BIO 111 with a grade of C or better
3. Achieve a minimum term GPA of 2.75 during the quarter(s) of your ICMA
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 Food Science major (including the science requirements). *(For example, why do you want to change into the Food Science major? What science courses have you taken in the past or are taking now that resonate with you and why? What teachers, professors, food science/culinology professionals, internships, summer jobs, experiences with Food Science, readings/descriptions in the Food Science 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.

Suggestions for students who are entering into the Food Science major:

PHYS 121 and MATH 141 or 161 are prerequisites for FSN 204, which is only offered once a year, in Winter quarter.

Note: If you are a freshman, the criteria include 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!