

NUTRITION 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 bulleted in The **Motivation Letter** 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.

Motivation Letter:

In your Motivation Letter, include bullets indicating your understanding of the grade and term GPA criteria for the ICMA and specifically of how you have met/plan to meet the following criteria. It should look like this:

- Completion of **FSN 202 (formerly FSN 210)** with a **grade of B** or better
 - **When/How you completed (Cal Poly Term/AP Exam or Transfer term):** _____
 - **Your Grade in this course:** _____
 - **Your GPA in term you took this course:**
 - **OR - When do you plan to complete this course with a grade of B or better and a 3.0 minimum TERM gpa (not cumulative):** _____
- Completion of **CHEM 127** with a **grade of B** or better:
 - **When/How you completed (Cal Poly Term/AP Exam or Transfer term):** _____
 - **Your Grade:** _____
 - **OR - When do you plan to complete this course with a grade of B or better:** _____
- Completion either **CHEM 128** or **BIO 161** (completion of BIO 111 may serve as a substitute for BIO 161) with a **grade of B** or better:
 - **When/How you completed (Cal Poly Term/AP Exam or Transfer term):** _____
 - **Your Grade:** _____
 - **OR - When do you plan to complete this course with a grade of B or better:** _____
- **MOTIVATION ESSAY INSTRUCTIONS:** You must then 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.

Step 3: Please then email FSN Department ASC, Monique Guerrero at mguerr38@calpoly.edu (Also Cc your advisor, Cathy Bartholomew, at bartholo@calpoly.edu)

- Include several days and times of availability to meet with Dr. Jung
- Indicate your interest in changing your major to Nutrition in Subject Line
- Request a meeting with Dr. Jung (typically between 30 minutes to an hour) and
- a copy of your written letter of motivation attached in the email (You may send any time prior to the meeting if time constraints exist when making appointment).

Step 4: Please send several times and days of availability in your email above, 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. NOTE: Motivation letter should include the bulleted list above **at the top** of your motivation letter, filling in completed criteria course grades/gpa/term taken etc in bulleted style as shown above

Step 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 (willingness to repeat courses in some cases)

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!