**PUBLIC HEALTH**

**CHANGE OF MAJOR PROCEDURE & APPLICATION WORKSHEET**

**Application Deadline: Friday of the Fifth Week of the Quarter**

**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**](http://catalog.calpoly.edu/academicstandardsandpolicies/otherinformation/)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.

**Additional Guidelines Specific to Public Health:**

* ***To apply to change your major to Public Health*** *you must have an overall Cal Poly GPA of at least 2.5 or a GPA of 2.5 in last two quarters.*
* Public Health is a new major and our department may limit the number of change of major students. We may also limit change of majors to those who are freshmen or sophomores.
* Submit your completed application to the Kinesiology & Public Health Department Office (43A-458) by the Friday of the fifth week of the quarter.
* If your application is complete and you don’t have any questions you may leave your completed application materials in the Kinesiology & Public Health Department Office 43A-458.
* **Note:** you do NOT have to meet with Dr. Jankovitz to submit an application. If your application is complete and you don’t have any questions you may leave your completed application materials with the staff member in the Kinesiology & Public Health Department Office 43A-458.
* **Students who apply by the deadline will be notified by the end of the sixth week of the quarter if they will or will not be put on an ICMA to change their major. Students who are not put on an ICMA will be able to apply at a later time.**

**If you have questions or need more information:**

* ***If you have questions*** about the Public Health program, the change of major process, or to determine if the Public Health major is the better “fit” as your major, you may schedule an appointment to meet with Dr. Kris Jankovitz, Department Chair in Kinesiology & Public Health (43A-458) **during weeks three, four or five of the quarter**. (Call 756-2545 or email [kinesiology@calpoly.edu](mailto:kinesiology@calpoly.edu) to schedule an appointment)
  + **If you meet with Dr. Jankovitz, please bring the following Change of Major Application items to your meeting**
    - A copy of your current unofficial transcripts (print out of Poly Profile)
    - The completed Change of Major to Public Health Application Worksheet.

Terms of the Change of Major Contract:

* If selected to be placed on an ICMA contract, the Kinesiology & Public Health Department Chair will work with each ***individual*** student to:
  + establish a term GPA requirement for each quarter of the ICMA. The minimum term GPA expectations may range from 2.50 to 3.0, and a GPA of 2.75 to 3.0 in the target courses specified on the ICMA.
  + determine what, if any, course requirements are needed for each quarter of any ICMA.
  + Students will receive confirmation of their selection for a change of major contract by email. The email will include information about the plans for the contract and the proposed terms before making it official.

Application Process

**Step 1: 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 2: Research**

* Students are expected to research their options and make a well-informed decision before entering into an ICMA. Choose two of the following research opportunities:
* Carefully review the [Change of Major Policy](http://www.catalog.calpoly.edu/academicstandardsandpolicies/otherinformation/#ChangeofMajor)
* 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 3: Complete the Change of Major Application Worksheet**

See next page