CAL MARITIME

ACADEMY POLICY MANUAL

Policy Title:	**Change of Major**
Policy Number:	358
Policy Administrator:	Provost, Vice-President of Academic Affairs
Policy Initiator:	Registrar
Authority:	
Effective Date:	April 9, 2001
Revised Date:	June 30, 2012
Approved:	William B. Eisenhardt, President
Approval Signature:	

Purpose: The purpose of the policy is to regulate major changes at Cal Maritime.

Scope: Continuing students

Accountability: Office of the Registrar; Academic Dean

Policy: It is the policy of the California Maritime Academy to permit students to change majors with the approval of the department chair of the new major. Students must be in good academic standing for this approval to be granted.

Policy Title:	Change of Major	Policy Number:	3XX

Procedures:

Students wishing to change their major to Marine Transportation, currently recognized as an impacted major, must submit a Change of Major form to secure the Department Chair's approval by the deadline posted on the Admissions website. The Department Chair will review the student's academic record, conduct record, and await the medical review. A decision will be rendered and forwarded to the Admissions Director and the Records Office.

The Student Records Office will process all other major changes. When a change of major is officially approved, the department chair will determine the curriculum sheet that is to be followed. The department chair will also determine the transferability of courses to the new major.