



Change of Major

Policy Number:	AA 03-017
Policy Administrator:	Provost & Vice President of Academic Affairs
Policy Initiator:	Associate Vice President of Academic Affairs
Authority:	EO 1100, Campus President
Effective Date:	November 3, 2017
Revised Date:	
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance to students enrolled at California State University Maritime Academy (Cal Maritime) seeking to change their majors after matriculation, as well as supports the campus' strategic enrollment management planning efforts.

Scope:

This policy applies to all students enrolled at the Cal Maritime.

Accountability:

The Director of Admissions, the Registrar, and each of the academic department chairs are responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to allow its students to change their major after matriculation, provided they follow the procedures detailed on the applicable "Application for Change of Major" form and meet the minimum standards provided therein. Application for a change of major involving an impacted program(s) will take into consideration numerous factors, including, but not limited to, space restrictions, competitive standards, and time to degree completion.



APPLICATION FOR CHANGE OF MAJOR INTO AN IMPACTED PROGRAM (FET, MET, MT, ME)

Deadline

Applications for change of major into an impacted program are accepted by the Admission Office between October 1st and November 30th of each year. Decisions regarding change of major are made in February, allowing students to register for courses in the target major for the following fall term.

General Guidelines

- Students must make satisfactory academic progress for at least two semesters in their current major
- Applicants may not enroll in courses in the target major until change of major is granted
- Impacted majors have a limited number of spaces available for each cohort
- Applicants for change of major must meet certain standards within their current major, and must rank favorably against the incoming student applicant standards
- Meeting the minimum class standards does not guarantee a change of major
- Applicant's ability to complete coursework in the target major and the anticipated time to graduation may be considered in the decision process
- Change of major may result in a forfeiture of catalog rights and assignment to a new requirement term
- Change of major, if granted, is *conditional* and subject to change if: student fails to meet academic requirements in current major or academic entry standards for target major; student has a change of academic and/or disciplinary status; or, student fails to enroll in the approved term

Basic Criteria

The following criteria will be considered when determining if an applicant for change of major into an impacted program meets minimum standards:

- Prior college, and Cal Maritime academic records (e.g., GPA, coursework, number of course attempts) will be reviewed and used for ranking purposes. High school records and test scores will also be considered for students with fewer than 60 units including courses scheduled through the upcoming Spring Semester.
- Applicants must rank favorably against first time freshman and transfer students from the incoming admitted students
- All admission requirements for all transfer students (internal and external) entering the same target major will be the same (e.g., pre-requisite courses, required course grades, etc.)

I entered Cal Maritime fall of _____ I began as a: <input type="checkbox"/> First Time Freshman <input type="checkbox"/> Transfer Student from another college or university <input type="checkbox"/> 2 nd Bachelor's Degree My current cum gpa is _____ My current Cal Maritime gpa is _____ <input type="checkbox"/> I am not currently enrolled. I intend to return for the (circle one) fall / spring / summer of:	<i>What is your current major?</i> <input type="checkbox"/> Business Administration <input type="checkbox"/> Global Studies and Maritime Affairs <input type="checkbox"/> Facilities Engineering Technology <input type="checkbox"/> Marine Engineering Technology <input type="checkbox"/> Marine Transportation <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> JCG License option <input type="checkbox"/> ME option	<i>What is your requested major?</i> <input type="checkbox"/> Facilities Engineering Technology <input type="checkbox"/> Marine Engineering Technology* <input type="checkbox"/> Marine Transportation* <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> JCG License option* <input type="checkbox"/> ME option
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Requesting a Change of Major

Prior to requesting a Change of Major into an impacted program:	Dept/Advisor Initial
• Meet with your current advisor to review major options and talk about career paths	
• Consult with Career Services or other faculty from whom you have taken courses (<i>recommended, not required</i>)	
• Meet with the department chair or designee in the target major to discuss required/preferred academic skills and potential for academic success	
• Review the curriculum requirements for the target major with department chair or designee	
• Based on the information received, determine whether you wish to file an application for change of major; if yes, initial to the right and complete the student section on the next page.	

Student Name (print): _____

Signature: _____

Student ID Number: _____



**APPLICATION FOR CHANGE OF MAJOR
INTO AN IMPACTED PROGRAM
(FET, MET, MT, ME)**

I am requesting to change my major for the following reasons:

** If changing to a USCG License track (either from another license track or from a non-license track), the Student Health Center must review USCG License eligibility prior to the student returning this form to the Admission Office.*

	Decision:	Printed Name	Signature & Date
Student Health Center	<input type="checkbox"/> At this point in time, student has met the Health Center requirements for this major. <input type="checkbox"/> At this point in time, student has not met the Health Center requirements for this major.		

Return Form to the Admission Office - For Office Use Only

	Decision:	Printed Name	Signature & Date
Admission Office	<input type="checkbox"/> The student compares favorably with current applicant standards <input type="checkbox"/> The student does not compare favorably with current applicant standards		

LDT or UDT	H.S GPA	Best 2-Score SAT	Index Score	Current Year min. index score	# Xfer units	Xfer GPA	# CMA Units	CMA GPA	Overall College GPA	Current Year min. GPA

Admission Notes:

	Decision:	Printed Name	Signature & Date
Target Acad Dept Chair	<input type="checkbox"/> I support the student's request for change of major <input type="checkbox"/> I do not support the student's request for change of major		

Anticipated term of degree completion: _____ Student's "class of" _____

Academic Department Chair Notes:

	Decision:	Printed Name	Signature & Date
Provost	<input type="checkbox"/> Change of major is approved <input type="checkbox"/> Change of major is denied		

Provost Notes:

Student Name (print): _____ Student ID Number: _____

Deadline

Applications for change of major into a non-impacted program are accepted by the Office of the Registrar no later than the first day of instruction of desired term of change of major.

General Guidelines

- Meeting the minimum class standards does not guarantee a change of major
- Applicants ability to complete coursework in the target major and their anticipated time to graduation may be considered in the decision process
- Applicants may not enroll in courses in the target major until change of major is granted
- Change of major may result in a forfeiture of catalog rights and assignment to a new requirement term

Basic Criteria

The following criteria will be considered when determining if an applicant for change of major into a non-impacted program, meets minimum standards:

- Prior college, and Cal Maritime academic records (e.g., GPA, coursework, number of course attempts.) will be reviewed, and used for ranking purposes. High school records and test scores will also be considered for students with fewer than 60 units including courses scheduled through the current semester
- All admission requirements for all transfer students (internal and external) entering the same target major will be the same (e.g., pre-requisite courses, required course grades, etc.)

I entered Cal Maritime fall of _____ I began as a: <input type="checkbox"/> First Time Freshman <input type="checkbox"/> Transfer Student from another college or university <input type="checkbox"/> 2 nd Bachelor's Degree My current cum gpa is _____ My current Cal Maritime gpa is _____ <input type="checkbox"/> I am not currently enrolled. I intend to return for the (circle one) fall / spring / summer of:	What is your current major? <input type="checkbox"/> Business Administration <input type="checkbox"/> Global Studies and Maritime Affairs <input type="checkbox"/> Facilities Engineering Technology <input type="checkbox"/> Marine Engineering Technology <input type="checkbox"/> Marine Transportation <input type="checkbox"/> Mechanical Engineering <input type="checkbox"/> CG License option <input type="checkbox"/> ME option	What is your requested major? <input type="checkbox"/> Business Administration <input type="checkbox"/> Global Studies and Maritime Affairs
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Requesting a Change of Major

The process for requesting a Change of Major into a non-impacted program is as follows:	Dept/Advisor Initial
• Meet with current advisor to review major options and talk about career paths	
• Consider also consulting with Career Services or other faculty from whom you have taken courses (<i>recommended, not required</i>)	
• Meet with the department chair or designee in the target major to discuss required/preferred academic skills and potential for academic success	
• Review the curriculum requirements for the target major with department chair or designee	
• Based on the information received, determine whether you wish to file an application for change of major; if yes, initial to the right and complete the student section below prior to returning this form to the Office of the Registrar.	

I am requesting to change my major for the following reasons:

Student Name (print): _____

Signature: _____

Student ID Number: _____

Return Form to Office of the Registrar-For Office Use Only

	Decision:	Printed Name	Signature & Date
Target Acad Dept Chair	<input type="checkbox"/> I approve the student's request for change of major <input type="checkbox"/> I <i>do not</i> approve the student's request for change of major		

Anticipated term of degree completion: _____

Students "class of" _____

Academic Dept Chair Notes:

Student Name (print): _____

Student ID Number: _____