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.
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:
[ ] First Time Freshman
[ ] Transfer Student from another college or university
[ ] 2nd Bachelor’s Degree
My current cum gpa is ____________
My current Cal Maritime gpa is ____________
[ ] I am not currently enrolled. I intend to return for the (circle one) fall / spring / summer of:

What is your current major?
☐ Business Administration
☐ Global Studies and Maritime Affairs
☐ Facilities Engineering Technology
☐ Marine Engineering Technology
☐ Marine Transportation
☐ Mechanical Engineering
[ ] CG License option [ ] ME option

What is your requested major?
☐ Facilities Engineering Technology
☐ Marine Engineering Technology*
☐ Marine Transportation*
☐ Mechanical Engineering
[ ] CG License option [ ] ME option

Requesting a Change of Major
Prior to requesting a Change of Major into an impacted program:
- 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 *(recommended, not required)*
- 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.

Dept/Advisor Initial
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.

<table>
<thead>
<tr>
<th>Decision:</th>
<th>Printed Name</th>
<th>Signature &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Health Center</td>
<td>☐ At this point in time, student has met the Health Center requirements for this major. ☐ At this point in time, student has not met the Health Center requirements for this major.</td>
<td></td>
</tr>
</tbody>
</table>

Return Form to the Admission Office - For Office Use Only

<table>
<thead>
<tr>
<th>Decision:</th>
<th>Printed Name</th>
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</thead>
<tbody>
<tr>
<td>Admission Office</td>
<td>☐ The student compares favorably with current applicant standards ☐ The student does not compare favorably with current applicant standards</td>
<td></td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>LDT or UDT</th>
<th>H.S GPA</th>
<th>Best 2-Score SAT</th>
<th>Index Score</th>
<th>Current Year min. index score</th>
<th># Xfer units</th>
<th>Xfer GPA</th>
<th># CMA Units</th>
<th>CMA GPA</th>
<th>Overall College GPA</th>
<th>Current Year min. GPA</th>
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Admission Notes:

________________________________________________________________________

________________________________________________________________________

Decision:

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<tr>
<th>Target Acad Dept Chair</th>
<th>Printed Name</th>
<th>Signature &amp; Date</th>
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</thead>
<tbody>
<tr>
<td>☐ I support the student’s request for change of major ☐ I do not support the student’s request for change of major</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Anticipated term of degree completion: ____________  Student’s “class of” ____________________

Academic Department Chair Notes:

________________________________________________________________________

________________________________________________________________________

Decision:  Printed Name  Signature & Date

| Provost | | |
|---------|-----------------|
| ☐ Change of major is approved ☐ Change of major is denied | | |

Provost Notes:

________________________________________________________________________

________________________________________________________________________

Student Name (print):  Student ID Number:

Application form for Change of Major into an Impacted Program, reviewed and approved – Associate Vice President Academic Affairs 3/1/2017
APPLICATION FOR CHANGE OF MAJOR INTO A NON-IMPACTED PROGRAM (BA, GSMA)

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:
[ ] First Time Freshman
[ ] Transfer Student from another college or university
[ ] 2nd Bachelor’s Degree
My current cum gpa is _______________
My current Cal Maritime gpa is _______________
[ ] I am not currently enrolled. I intend to return for the (circle one) fall / spring / summer of:

What is your current major?
- Business Administration
- Global Studies and Maritime Affairs
- Facilities Engineering Technology
- Marine Engineering Technology
- Marine Transportation
- Mechanical Engineering
- [ ]CG License option [ ] ME option

What is your requested major?
- Business Administration
- Global Studies and Maritime Affairs

Requesting a Change of Major
The process for requesting a Change of Major into a non-impacted program is as follows:
- 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 (recommended, not required)
- 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:

Application form for Change of Major into a Non-Impacted Program, reviewed and approved – Associate Vice President Academic Affairs 3/1/2017
APPLICATION FOR CHANGE OF MAJOR INTO A NON-IMPACTED PROGRAM (BA, GSMA)

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

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<tbody>
<tr>
<td>Target Acad Dept Chair</td>
<td>☐ I approve the student’s request for change of major</td>
<td></td>
</tr>
<tr>
<td></td>
<td>☐ I do not approve the student’s request for change of major</td>
<td></td>
</tr>
</tbody>
</table>

Anticipated term of degree completion: ______________ Students “class of” ______________

Academic Dept Chair Notes:

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

Application form for Change of Major into a Non-Impacted Program, reviewed and approved – Associate Vice President Academic Affairs 3/1/2017