



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: <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	Student 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: _____



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Return Form to Office of the Registrar-For Office Use Only-Form will be routed for signature

	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		
Target Academic Dean	<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 Department Notes: