



# California University of Pennsylvania

## **POLICY: Change of Major Policy - Undergraduate**

### **A. Purpose & Scope:**

To describe the requirements for changing or adding a major for undergraduate students

### **B. Definition(s):**

Major – an academic program of study or specific discipline with prescribed academic requirements.

### **C. Policy:**

- Students may request that their major be changed as long as approval is given from the receiving department chairperson.
- A student who changes their major follows the requirements specified in the catalog that was in effect at the time of the initial matriculation at California University. Some students will need to change to the current advisement sheet to meet accreditation or certification requirements or if the student has not enrolled for one calendar year. Students who decide to move forward to the current catalog year may not reverse their decision. Students will be advised in the new department regarding the best catalog year to be used.
- Students who have been enrolled for 10 years or more and decide to change their major will be placed on the current advisement sheet of the new major.
- Students who are changing into or from a Global Online program, the change of major will be effective in the subsequent term. All other change of majors will be effective at the time of processing.
- Students who have earned 45 credits or more may not change their major to an Undecided Major.

### **D. Procedure(s):**

- 1) Student meets with Department Chairperson of the intended major to review the following:
  - a) The majors for which the student is eligible given current GPA
  - b) Academic and other requirements of the intended major
- 2) Student meets with Financial Aid to review the financial aid impact of changing to the intended major
- 3) Student completes the change of major form and secures Department Chairperson's signature (**REQUIRED**).
- 4) Department Chair electronically submits or student hand-carries change of major form to Academic Records for processing.

### **E. Effective date:** 2014-2015 Undergraduate Catalog

**Updated date:** December 01, 2013

**Amended date:** September 15, 2014

**Updated date:** August 17, 2018