CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY 1444

CHANGE OF MAJOR AND DOUBLE MAJORS

Undergraduate students who have entered the university with an undeclared major and students wishing to change from one degree program to another should contact the department of the intended major for requirements and filing periods. Students cannot change from a major to undeclared major status. Students enrolled under certain laws must obtain approval by the Veterans Administration before a change of major can be made.

International students are required to notify the International Student Advisor after changing majors so that the student's immigration document can be updated.

Academic and career advising are strongly advised so that change of major decisions are well-informed and additional time and units to completing the degree are minimized.

Undergraduate students declaring a major for the first time or students changing from one degree program to another must submit a Petition to Change Major Curriculum via the Registrar's Office’s website. The student will receive an electronic notification when the chair of the department offering the intended major approves or denies the request.

Students changing their major are subject to the major/minor requirements in effect at the time of the change. Transfer from one major to another shall not in any way change the student's academic standing, nor shall it constitute a break in continuous enrollment.

1.0 Non-impacted Majors

At the discretion of the department, additional requirements for change of major may be established. For example, upper division students may be required to meet a minimum number of units or complete specific courses with grades of C or better to qualify for a change of major. Change of major petitions for non-impacted majors may be submitted at any time during the semester, however, change of major petitions must be submitted no later than the end of the sixth week of the semester to be effective in the following semester.

2.0 Impacted Majors

Students requesting a change of major to an impacted program must meet the supplemental requirements required for that major. Acceptance into the new program will be on the same basis as for new applicants. Students requesting a change of major into an impacted program must file the required change of major petition no later than the last day of the initial application period for the semester of the desired change.

3.0 Closures or Limits of Changes of Major
Departments may close or limit changes of major for a specific term to ensure that the number of students in that major can be accommodated.

4.0 Double Majors (AS-2422-123-AP)

Students may declare one major in addition to their primary major if all academic programs can be completed within 32 semester units above the number of units required for their primary major. Students must receive the approval of the chair of the department offering the proposed academic program.

Double majors may be declared at any time in a student’s career but students are strongly encouraged to declare double majors early in their career. After earning 90 semester units, students may declare an additional major only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program.

Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 60 semester units shall be excluded from the unit count for the purposes of the double major policy.

Students may request exceptions to the double major policy by filing a General Academic Petition.

** Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 60 semester units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from double majoring if they have a large number of units that do not further their Cal Poly Pomona degree.