

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
POLICY 1444****CHANGE OF MAJOR AND DOUBLE MAJORS**

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**1.0 Major Declaration**

- Undergraduate students who have entered the University with an undeclared major should visit the Office of Student Success, Equity, and Innovation (OSSEI) website for departmental requirements declaring a major.
- Students are encouraged to visit college advising centers and seek our department advising before changing or declaring a major.
- Academic advising for undeclared major is required each term so that major declaration decisions are well-informed, and additional time and units to completing the degree are minimized.
- Students cannot change from a major to undeclared major status.
- Undergraduate students declaring a major for the first time must submit a Change of Major or Option from via the Registrar’s Office website. The student will receive an electronic notification when the chair of the department offering the intended major approves or denies the request.

**2.0 Change of Major**

All policies related to major declaration apply to students wanting to change majors.

Additionally, the following applies:

- Students wishing to change from one-degree program to another should visit the Office of Student Success website for departmental requirements for change of major requirements. 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.
- Students changing from one-degree program to another must submit a Change of Major or Option Form via the Registrar’s Office website. The student will receive an electronic notification when the chair of the department offering the intended major approves or denies the request.

**3.0 Change of Major and Major Declaration Requirements**

Students must have a Cal Poly Pomona (CPP) grade point average of at least a 2.0 to declare their major or change their major. Additionally, students changing their major are



subject to the eligibility requirements for that major/minor requirement that aligns with their term of admission to CPP. A change in major shall not in any way change the student's academic standing, nor shall it constitute a break in continuous enrollment.

3.1 The Office of Student Success, Equity, and Innovation will partner with academic departments to post new change of major/declaration requirements prior to the start of each academic year. Change of major/major declaration requirements will remain in effect for two years at a time to allow students to work toward requirements. Departments cannot enforce additional requirements beyond the listed requirements on the OSS Change of Major website for students interested in changing majors (including departmental interviews, essays, transcripts, or other documentation).

### 3.2 Non-impacted Majors

- Lower-division students: Students must earn a 2.0 CPP and Cumulative GPA to be eligible to declare or change their major. Students with a GPA less than 2.0 may declare a major with department approval. Departments may have additional requirements for admission to a major.
- Upper-division students: 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.
- Students in exceptional circumstances may appeal the 2.0 transfer requirement by filing an appeal with the registrar's office.
- Change of major petitions for non-impacted majors may be submitted at any time during the semester and will be reviewed at least twice per term by Department Chairs.

3.3 The Office of Student Success, Equity, and Innovation will partner with academic departments

## 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 36 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.

Secondary major (option) must be completed with unique coursework where double-counting with the primary major (option) is limited. In accordance with California Code of Regulations Title 5, a student may only pursue a:

- Secondary Bachelor of Arts degree, where at least 24 units required are unique (not double-counted with primary major) with at least 12 of these units being in 3000 or 4000 level courses.
- Secondary Bachelor of Science degree, where at least 36 units required are unique (not double-counted with primary major) with at least 18 of these units being in 3000 or 4000 level courses.
- Secondary Bachelor of Architecture degree, where at least 45 units required are unique (not double-counted with primary major) with at least 27 of these units being in 3000 or 4000 level courses.
- Secondary Bachelor of Fine Arts degree, where at least 70 units required are unique (not double-counted with primary major) with at least fourth of these units devoted to theory and content as distinguished from studio, production, and performance.
- Secondary Bachelor of Music degree, where at least 70 units required are unique (not double-counted with primary major) with at least fourth of these units devoted to theory and content as distinguished from studio, production, and performance.

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\*\* 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.