



California State Polytechnic University, Pomona
PETITION TO CHANGE MAJOR CURRICULUM
 (For Undergraduate Students Only)

FOR OFFICE USE ONLY
Received on: _____
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Submit this form to the Registrar's Office, Bldg. 98, 2nd Floor

Name _____ BroncoNumber _____
 Last First MI
 Address _____ Email _____
 Street City State Zip Code
 Contact Phone No. _____ First Term/Year at CPP _____ CPP Units Earned _____ Total Units Earned _____
 Major GPA _____ CPP GPA _____ Cumulative GPA _____

 Fill out Section 1, 2 or 3 below, as appropriate:

1. DECLARE MAJOR / OPTION FOR THE FIRST TIME OR CHANGE OF MAJOR / OPTION			
Current Major (if not undeclared) _____		Current Option (if any) _____	
New Major Requested _____		New Option Requested (if any) _____ (Your New Major must be indicated)	
Reason for this change: _____ _____			
_____	_____	_____	_____
Student Signature	Date	Signature of Department Chair of New Major	Date

2. DECLARE A DOUBLE MAJOR			
Requirements for a 2 nd Major:			
Students who have completed a total of 135 units must be in good academic standing to be eligible for a 2 nd major. The requirements of the 2 nd major must be completed within the 48-units above the number of units required for the student's primary major.			
2 nd Major Requested _____		2 nd Option Requested (if any) _____	
Reason for this change: _____ _____			
<i>I confirm that this student meets the requirements to add the academic program listed above.</i>			
_____	_____	_____	_____
Student Signature	Date	Signature of Department Chair of 2 nd Major	Date

3. CHANGE FROM DOUBLE MAJOR TO SINGLE MAJOR			
Current Majors	(1) _____	(1) Option (if any)	_____
	(2) _____	(2) Option (if any)	_____
Major to be dropped	_____	Option to be dropped (if any)	_____
Reason for this change: _____ _____			
_____	_____	_____	_____
Student Signature	Date	Signature of Department Chair of Major dropped	Date

ADDITIONAL INFORMATION

Curriculum Change

A student who has been in continuous enrollment*

- who is changing from one declared major to another is subject to the core and support requirements for the new major in effect at the time of the change of major. University General Education requirements do not change when such a student changes from declared major to another.
- who is changing from an undeclared major to a declared major is entitled to enter the new major under the entire curriculum in effect at the time the student entered this university.

An EOP student who transferred to Cal Poly from another college or university and has been in continuous enrollment* and who is changing from an undeclared major to a declared major is entitled to enter the new major under the entire curriculum in effect at the time the student entered a California community college or university.

Certification of General Education Requirements

Students who have received complete or partial certification of CSU General Education requirements from a prior institution and has remained in continuous enrollment* will retain that certification when changing majors.

Double Majors

Students may declare one major in addition to their primary major if all academic programs can be completed within 48 units above the number of units required for their primary major.

Double majors may be declared at any time in a students' career but students are strongly encouraged to declare minors and double majors early in their career. After earning 135 total units, students may declare a minor or 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 90 quarter units shall be excluded from the unit count for the purposes of the minor and double major policies.

*A student is considered to be in continuous enrollment if, after first attending a California community college or CSU campus (including Cal Poly Pomona), he/she attends any two of the four quarters or one semester during the calendar year (January 1 through December 31) at another college or university.