

## **Policies and Procedures for Change of Major to BSCE or BSCEM**

Updated July 25, 2019

Current Cal Poly Pomona students may request a change of major to the BSCE or BSCEM program. Such requests are accepted anytime during the year. The process for doing so is as follows:

1. The student completes the Petition to Change Major Curriculum form (available from the Registrar's Office) and submits it to the Civil Engineering Department office. This request must be accompanied by a one-page or shorter statement of purpose describing any noteworthy qualifications and stating why the student wishes to change major, along with a copy of the student's unofficial academic record (which may be obtained from Bronco Direct). Please be sure to specify the requested BSCE option (general, environmental, or geospatial) or the BSCEM program on this form. Any supplemental documents the student chooses to submit also will be considered.
2. Requests from lower-division students (those with less than 60 semester units completed by the end of the current quarter) will be evaluated based on the current requirements for incoming freshmen and on the college coursework completed to date. Such students must have qualifications at least as strong as those for current incoming freshmen, and will be admitted based on the number of available seats.
3. Requests from upper-division students (those with 60 or more semester units) will be evaluated based on the current requirements for incoming transfer students. Such students must have qualifications at least as strong as those for current incoming transfer students, and will be admitted based on the number of available seats. At a minimum, these students must have completed all of their Area A general education requirements, and MAT 1140 with a grade of C or better. Additional math, science, and engineering coursework would strengthen the application.
4. The minimum requirements for admission of new freshmen and new transfer students vary from year-to-year depending on the applicant pool and the number of available seats, so the corresponding requirements for change of major requests also vary. However, each change of major request will receive careful consideration, and the student will receive a response within a reasonable period.
5. Students whose change of major requests are denied will be informed via e-mail from the Civil Engineering Department.
6. Change of major requests that are approved at the department level will be endorsed and forwarded to the Associate Dean for final approval. The Associate Dean's office will then inform the student via e-mail, and will forward the form to the Registrar's Office for processing.
7. In some cases, such as when some of the required coursework is still in progress, a provisional approval may be issued. In such cases, the student will be so informed, but the department will hold the form until the student satisfies the stated provisions.

*Civil Engineering*

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