

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
ACADEMIC SENATE

ACADEMIC AFFAIRS COMMITTEE

REPORT TO

THE ACADEMIC SENATE

AA-007-212

Updates to Change of Major Policy

Academic Affairs Committee

Date: 2/09/2022

Executive Committee  
Received and Forwarded

Date: 2/23/2022

Academic Senate

Date: 3/09/2022  
First Reading

**Background**

**Your Name:** Erin DeRosa

**Your Email:** [ederosa@cpp.edu](mailto:ederosa@cpp.edu)

**Title of Referral:** Updates to Change of Major Policy

**Names and Titles of proponents:** Cecilia Santiago Gonzalez – Assistant Vice President

Erin Lion DeRosa – Director

Connie Kuang – Associate Registrar

**Keywords:** Change of major, major declaration, declare

**Is there a deadline by when this referral needs to be considered by the Academic Senate?:**

No

**Deadline Date:**

**Justification for deadline:**

**Background:** In the past few years, the Office of Student Success (OSS) has worked to centralize and standardize information regarding departments' change of major requirements and communicate them here: <https://www.cpp.edu/studentssuccess/guides/change-of-major.shtml>. Further, OSS has assumed responsibility for the Undeclared student program. As a result of these efforts, it was determined that there are inconsistencies and clarifications needed in the Change of Major policy to ensure that all students have an equitable opportunity to declare or change their major.

In consultation with a Change of Major working group consisting of the team below, OSS worked to develop best practices that were shared with Chairs this past year. In order to further clarify the policy, OSS would like to propose some updates to the Change of Major policy (see attached). These changes include distinguishing between major declaration and change of major, and providing further clarifying information on COM requirements.

Change of Major Working Group:

Cecilia Santiago-Gonzalez

Erin DeRosa

Sara Garver

Henry Xue

Gabriel Davidov

Christina Chavez-Reyes

Connie Kuang

Pam Adams

Liudmila Flores

Ashley Ysais

**Recommended Resources:** In order to finalize this policy, we recommend consultation with:

Office of Student Success

The University Registrar

Academic Programs

Associate Deans

**Attachment 1:**

[https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860894431/com\\_policy\\_updates.docx](https://s3.amazonaws.com/files.formstack.com/uploads/2070179/36745860/860894431/com_policy_updates.docx)

Suggested Updates can be found in attachment 1.

**Discussion**

Overall this seemed like an update that mostly clarified and centralized information for students, however, we were concerned that some transfer students who had selected the wrong major could end up losing time to degree trying to pass classes to raise their GPA high enough to transfer. We discussed adding an appeal process for students in this situation.

**Discussion**

**Comments:**

1. The committee members **couldn't find a policy indicating the timeline for declaring a major (for undeclared majors).**

*Individual Comments:*

**Chitra:** If there is no policy, then we this referral should address that as well. If students declare major by, say, end of year one, then all of the bullets below are likely to be cases for Change of major only from thereon.

**Jun:** I attended one of the presentations by our admission team to local high schools. Our advisors say if freshman student come in as an "undeclared major"/a category as other declared majors, they will receive comprehensive advising and will be expected to declare a major by the end of their first year. I did not find any deadline or requirement in the policy. Given that the policy may not present everything that is in the operations, I recommend we invite the colleagues from Office of Student Success to provide more insights and clarifications of the current process actually taking place.

2. Several terms in the **"Change of Major and Major Declaration Requirements"** section sound like they are only applicable to the change of major. All members feel that **these two processes should be separated under individual sections.**

**Reference of sections from the referral:**

- *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.*
- *Change of major petitions for non-impacted majors may be submitted at any time during the semester and will be reviewed twice per term by the Department Chairs.*
  - *Lower- and upper division students: 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.*
- *Individual Comments:*  
**Jamie:** If Change of major and major declaration has different requirements, the policy should consist of two separate sections of each one's requirement. If their requirements are the same, it will be better to include major declaration in each requirement.  
**Jun:** I agree that separating the two processes will make it less confusing for students]
3. **The referral is asking department chairs to review applications twice, and this may be too much redundant work for Chairs.** Unless there is some pressing reason for twice a term review, we would suggest having a specific window for submitting 'Change of Major forms' and a specific deadline for Department chairs to review applications only once every term.
- Reference of sections from the referral:**
- *Change of major petitions for non-impacted majors may be submitted at any time during the semester **and will be reviewed twice per term by the Department Chairs.** ~~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.~~*
- Blue text is the new language added, and crossed-out text is the deleted part in proposed changes*
- Individual Comments:*  
**Jun:** I like this suggestion better. At our department, attending change of major meeting is required for any students who want to change major in that term. The meetings are usually held after second week of the term, and usually all get reviewed by the end of the term. This way seems more manageable, more efficient, less deadlines, and easier to track the current number of majors in any program for reporting purposes.
4. **The fourth bullet under the first Paragraph (Major Declaration) says that students declaring a major for the first time need to submit a change of major or change of options form.** This sounds like students can submit either of the 2 forms for declaring a major. This is not clear. Is it because Registrar's office has the same form for both processes?
- Reference of sections from the referral:**
- *Undergraduate students declaring a major for the first time must submit a Change of Major or Option form via the Registrar's Office's website. The student will receive an electronic notification when the department chair offering the intended major approves or denies the request. [Jun: yes this is consistent with what I observed when I served as the interim chair. The department chair or program director review and approve the petition through PolyDoc. I highly recommend to separate the "declare of major" (DM) and "change of major" (COM) processes. Otherwise, we run the risk of giving freshman undeclared students the impression that they can wait "forever" to declare their major in college for the first time, which may prolong their degree completion.]*

## Recommendations

We recommend the adoption of the following policy.

### **POLICY NO: 1444 CHANGE OF MAJOR AND DOUBLE MAJORS**

#### **Major Declaration:**

- Undergraduate students who have entered the university with an undeclared major should visit the Office of Student Success (OSS) website for departmental requirements for major declaration.
- Academic advising 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 form* 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.

#### **Change of Major:**

All policies related to major declaration apply to students wanting to change majors. Additionally, the following policies apply:

- 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's website. The student will receive an electronic notification when the chair of the department offering the intended major approves or denies the request.

#### **Change of Major and Major Declaration Requirements**

Students must have a CPP GPA of at least a 2.0 to declare their major or change their major. Additionally, 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 The Office of Student Success 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 what is listed on the OSS Change of Major website for students interested in changing majors (including departmental interviews, essays, transcripts, or other documentation). 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.
- At the discretion of the department, additional requirements for declaration of major may be established.
- 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.

#### 2.0 Impacted Majors

Lower- and upper division students: 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.

#### 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 60 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 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.

**POLICY NO: 1426**  
**ACADEMIC MINORS**

<http://academic.cpp.edu/senate/docs/aa007156sen.pdf>

1.0 Minors shall be available only to undergraduate students.

2.0 Students may declare up to two minors in addition to their primary major if all academic programs can be completed within 24 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. (AS-2422- 123/AP)

3.0 A student shall not pursue a major and a minor in the same degree plan, with the exception of some interdisciplinary minors. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct. (AS-2465-145/AP)

4.0 A minor requires at least 18 semester units of coursework and a maximum of 36 units, of which at least 9 of those semester units must be at the upper division level. (AS-2465- 145/AP)

5.0 A minimum GPA of 2.0 for courses in the minor is required to be awarded a minor.

6.0 Students should declare the minor(s) so that a curriculum year is established and their progress tracked accordingly. (AS-2348-910/AA). Minors may be declared at any time in a students' career but students are strongly encouraged to declare minors early in their career. After earning 90 total semester units, students may declare a minor 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 minor.\*\* (AS-2422-123/AP)

7.0 Students may request exceptions to the minor policy by filing a General Academic Petition. (AS-2422-123/AP)

\*Revised AY 2016-2017

\*\*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 minoring if they have a large number of units that do not further their Cal Poly Pomona degree. (AS-2422-123/AP)