

College of Engineering Change of Major Policy

Are you a student who was admitted to the University and would like to declare a major in the College of Engineering? Are you a current College of Engineering major who would like to switch from one department to another (for example Chemical Engineering to Electrical Engineering)? The College has created a change of major policy which will apply to all students beginning August 2010. Please see below for more details.

- Student must be in good academic standing to be considered for a Change of Major
- Must have attained a SJSU 2.0 minimum GPA at the end of the semester the application is submitted
- Must meet with a Major Advisor to determine a Study Plan, consisting of approximately 9 units in the major (6 units for Aviation and Technology majors), to be completed at SJSU
- Major Advisor will sign the Study Plan indicating the student has been advised on what courses to take. A study plan can be downloaded at www.engr.sjsu.edu/students/essc/forms.
- The Study Plan may include upper or lower division courses depending on the student's academic level.
- Student must also have completed the following courses (or their equivalents) with a C- or better:
 - **For Engineering:** Math 30 or 30P, Math 31, Phys 50 or 70, and Engl 1A
 - **For Aviation and Technology:** Math 71 or 30 or 30P, Phys 2A or 50, and Engl 1A
 - These courses **may be as part of the Study Plan, or in addition to the Study Plan**, depending on when the student is applying for Change of Major.
- The Study Plan must be completed with a minimum 2.0 GPA as well as a minimum grade of C- in each course.
- For change of major decisions, the Major Department may take into consideration other academic work completed by the student at SJSU or elsewhere, in addition to the completed Study Plan.
- Applications will be accepted twice per year, with deadlines of **December 20** for spring semester (notification by approximately January 15) and **May 20** for fall semester (notification by approximately June 15). A complete Change of Major application consists of the University's Change of Major form plus the Study Plan. The department advisor will fill in the Study Plan grades at the end of semester before review.
- Review of applications will occur only after the deadline.
- Applications for Change of Major should be submitted to the office of the Major Department to which the student is applying.
- Final admission into the new Major will depend on the capacity of the Major to accept new students.
- **Due to impaction there is no guarantee of admission to the new Major.**

Questions? Contact the department you want to major in, or the Engineering Student Success Center at success.engineering@sjsu.edu. This information is available online at www.engr.sjsu.edu/students/essc/advising/comp



Request for an Addition/Change of Major or Minor Students with 90 or more units

◆ Office of the Registrar ◆ One Washington Square ◆ San José, CA 95192-0009 ◆

Instructions

- 1. Please type directly into each field.
 - 2. Provide all documentation and obtain all required signatures or your request will not be reviewed
 - 3. Please submit this form to Academic Advising and Retention Services in the Student Services Center (SSC).
- IMPORTANT:** Newly admitted students may not apply for a change of major until the first day of instruction.

SJSU ID _____ Last name _____ First _____ Middle _____

Mailing Address:

Street _____ Apartment # _____

City _____ State _____ Zip _____

Contact Information:

Phone# _____ E-mail Address _____

Type of Degree Requested e.g. BS, BA, BFA, please specify: _____

Current Major/Concentration: _____ Current Minor: _____

Attach Required Documentation:

- Major/ Minor form(s) for requested major/minor (as applicable)
- Copy of unofficial transcript printed from MySJSU

Earned Units (UE) from 2 year institution (If this number is 70 or above, please put 70)
 Earned Units (UE) from 4 year institution (other than SJSU)
 Earned Units (UE) from AP/IB scores, military credit, etc.
 Earned Units (UE) at SJSU
 TOTAL EARNED UNITS

For **approval** of your new or added Major/Minor, the following signature(s) is/ are required from your **new** Major/ Minor Department(s).

Check box(es) that apply to you:

New Major Objective: _____

Additional Major Objective:
(Double Major) _____

New Minor Objective: _____

Additional Minor Objective:
(Double Minor) _____

Have you applied for Graduation? No Yes, Proposed Graduation Term (Term/Year) _____

NEW Major or Minor Advisor's Printed Name/ Signature/ Date

Department Chair's Printed Name/Signature/Date

College Associate Dean's Printed Name/Signature/Date

AARS Signature

Approve

Deny

For Office Use Only:

Date Received: _____ By: _____

Date Changed: _____ By: _____

Major Minor 90 or more 8-10-12



COLLEGE OF ENGINEERING

Student Semester Study Plan

I. Instructions (Use a different form for each semester.)

This Student Study Plan is to be used by students who:

1. Intend to apply for Change of Major into a College of Engineering undergraduate program.
2. Are on Probation status, either by University or in Major (students on probation are limited to 12 units).
3. Are seeking Reinstatement to a Major after Disqualification from University or from Major.
4. Have other reasons for documenting advisor recommendations on classes.

Note that fulfillment of the Study Plan **does not guarantee** change of major or reinstatement to the Major.

SJSU ID _____

Last Name _____ First _____ MI _____

Street /Apt# _____

City _____ State _____ Zip _____

Phone # _____ E-mail Address _____

II. Additional information

1. Students applying for Change of Major into a College of Engineering undergraduate program will need to attach this Study Plan, signed by an Adviser, to the University's **Change of Major Application** (<http://www.sjsu.edu/registrar/forms/>) and submit as one packet to the Dept Office by Dec 20 or May 20 each year.

2. Students seeking Reinstatement to a Major, after Disqualification from University or from Major, will need to attach this Study Plan, signed by an Adviser, to the University's **Reinstatement Petition** (<http://www.sjsu.edu/registrar/forms/>).

III. Current Status

In Good Standing _____

On Probation (in Major) _____ (in University) _____

Disqualified (from Major) _____ (from University) _____

Current Major/Concentration: _____

Requested Major/Concentration (if seeking Change of Major): _____

IV. Advisor Recommended Courses (major-related) that may be used to fulfill the Study Plan:

Semester: _____

Course/Units/Grade _____ / _____ / _____	Course/Units/Grade _____ / _____ / _____
Course/Units/Grade _____ / _____ / _____	Course/Units/Grade _____ / _____ / _____
Course/Units/Grade _____ / _____ / _____	Course/Units/Grade _____ / _____ / _____

V. Other Advisor Comments

VI. Approval of Recommended Courses

Advisor's Printed Name/Signature/Date