

# Pennsylvania College of Technology

## Policy Statement

**Title:** Change of Major

**Number:** P 4.36

**Approved by:**  
Presidential Action

**Approved Date:** 04/1983  
**Last Review Date:** 11/2024  
**Last Revision Date:** 11/2024

**Persons/Departments Affected:**

Registrar's Office, Academic School Offices, Financial Aid, Admissions Office

**Responsible Department:**

Admissions Office

**Definitions:**

Incoming Student – Any undergraduate student who meets the NEW, TRANSFER, or REENROLL classification definitions.

Current Student – Any undergraduate student who does not meet the NEW, TRANSFER or REENROLL classification definitions, including Penn College students who graduate and immediately matriculate into another major the following semester, with no break in enrolled status.

Enrollment - Major(s) that a student has enrolled in.

Cumulative enrollment grade-point average - Grade-point average calculated from the time the student entered the active enrollment and all courses that apply from prior enrollments.

**Policy:**

- I. An incoming student may request to change their major through the Admissions Office until the Friday before the first day of the incoming semester of enrollment. The student must satisfy any specified eligibility requirements of the new major. Beginning with the first day of the incoming semester of enrollment, an incoming student follows the same process as a current student outlined below.
- II. A current student initiates a change of major by requesting a curriculum change form from the Registrar's Office and then obtains required signatures as explained in Procedure [4.36](#).
  - A. If the form is completed and returned to the Registrar's Office prior to the end of the second week of classes, the change will be effective for that semester. If not, the change will be effective for the following semester.

- III. Only Penn College courses required in the new major will be used in calculating the cumulative enrollment grade-point average for that major moving forward. If applicable, Placement Test results, prior Penn College courses, and/or prior external college courses will be reevaluated to determine the courses needed to satisfy graduation requirements for the new major.

**Revision History:**

- Date: 11/2024 Added definitions and updated terminology of “graduation GPA” to “cumulative enrollment grade-point average” to match student information system conversion.
- Date: 11/2021 Revised definitions of Incoming Student and Current Student.
- Date: 08/2018 Aligned policy for incoming students with policy for current students beginning with the first day of the incoming semester of enrollment; included a broader statement for eligibility requirements for any major change and deleted specific requirements for change of major to a bachelor’s degree; added definitions for incoming student and current student.
- Date: 02/2017 Clarification on the time limit for SAT/ACT scores to be valid.
- Date: 12/2016 Minor edit to clarify that the effect on graduation GPA does not include prior semesters; clarification of SAT/ACT requirement for bachelor degree majors.
- Date: 01/2014 Clarified applicant as incoming applicant
- Date: 11/2013 Clarification of Departments Affected, documentation of current practice.
- Date: 07/2011 Rewritten to reflect practice and for clarity between applicants and current students; changed timeline to end of second week of semester.

**Cross References:**

Change of Major Procedure, [PR4.36](#)