Pennsylvania College of Technology

Procedure Statement

Title: Change of Major   **Number:** PR 4.36

Approved by: **Approved Date:** 9/1983
    Presidential Action   **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.

Procedure:

    I.   Student

        A. 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. Beginning with the first day of the incoming semester of enrollment, an incoming student follows the same process as a current student outlined below.

        B. A current student may request a change of major based on the timeline established in associated policy P4.36. The student is responsible for the following:

            1. Request a curriculum change form from the Registrar's Office.

            2. Obtain a signature from a representative of each office listed on the form, including Registrar's Office, new academic school, Financial Aid, current academic advisor, and current academic school.

            3. Return the signed form (including the student's signature) to the Registrar's Office for processing.

4. After the major has been changed, it is the student's responsibility to make sure that their schedule is appropriate for the new major.

II.   Registrar's Office

A. Reevaluate any previously submitted transcript(s) from other colleges or universities to determine if changes need to be made to the student's degree progress audit based on transferrable credits.

B. Notify the student of how transfer credits will be applied to the new major.

C. Review student's new degree progress audit and make any appropriate changes.

III. Academic School Office

A. Review degree progress audit upon request of the Registrar's Office to identify any additional course attachments and determine student's most appropriate catalog year.

B. Notify the Registrar's Office to update coursework, if needed.

C. Notify the Registrar's Office if academic advisor or catalog year need to be updated.

D. Schedule eligible students during scheduling week.

Revision History:
Date: 11/2024 Updated terminology and process as a result of student information system conversion.
Date: 11/2021 Revised definitions of Incoming Student and Current Student.
Date: 08/2018 Updated procedure for incoming students to eliminate ability for change of major through Admissions in first two weeks of semester; added definitions for incoming student and current student.
Date: 01/2014 Clarified applicant as incoming applicant
Date: 11/2013 Clarification of Departments Affected, documentation of current practice.
Date: 07/2011 Overall revision of language; changed timeline from third week to second week

Cross References:
Change of Major Policy, P4.36