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:** 11/2021
            Last Revision Date: 11/2021

Persons/Departments Affected:
  Registrar's Office, Academic School Offices, Financial Aid, Counseling Services, 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 enrollment.

Procedure:

 I. Student

   A. An incoming student may request to change his or her major through the Admissions Office until 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 P 4.36. The student is responsible for the following:

     1. Request a Curriculum Change Profile from the Registrar's Office.

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

      3. Return the signed profile (including the student's signature) to the Admissions Office for processing. A representative of the Admissions Office will sign the form when the change is processed.

      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 graduation profile based on transferrable credits.

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

    C. Review student's new profile and make any appropriate changes.

    D. Distribute the new program profile to academic school office for review and approval.

III.   Academic School Office

    A. Review student's profile for the new major and recommend appropriate changes.

    B. Assign student an academic advisor.

    C. Send student's profile back to the Registrar's Office, where the recommended changes from the academic school are processed.

Revision History:
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, P 4.36