CHANGE OF MAJOR POLICY/PROCEDURE

Non-Grove School of Engineering Students

These students must meet the criteria for internal transfer into the Grove School of Engineering (see internal admissions criteria fact sheet). The advisor (ABET Specialist/Program Administrator/Academic Advisor) will follow the procedure indicated below for students that are deemed eligible for the major:

I. Provide student with Change of Major Form
   {or have the student collect the form outside of the Office of Undergraduate Affairs (T 209)}
II. Student should complete applicable section of the form
III. Advisor should complete applicable section of the form
IV. Student should be given a copy of the completed form {Student’s Copy (pink copy)}
V. Advisor will send the completed form to T 209 (advisor should make and keep a copy of the form for himself or herself if files are maintained in addition to files in T 209)
VI. Ms. Gonzalez (T 209) will forward the form to the Office of the Registrar for processing

Grove School of Engineering Students

A student with a Grove School of Engineering major code only requires a grade point average of 2.0 to change from one major to the other within the Grove School of Engineering (follow procedure that is described above). The only exception is students on academic probation. These students must consult with the Office of Undergraduate Affairs with reference to changing their academic majors to another Grove School of Engineering major. Therefore, if a student has a grade point average of less than 2.5, it is advisable that he or she be referred to T 209 to ascertain eligibility to change his or her major.

Referral MUST be made to the Office of Undergraduate Affairs in any of the following 4 scenarios:

I. Student has meet Criteria I and II (internal admissions criteria), but the advisor (ABET Specialist/Program Administrator/Academic Advisor) has deemed that the student is not eligible for internal transfer
II. Student has already taken “most” of the courses that are outside of the engineering/computer science designations (and which is a part of their intended engineering/computer science curriculum) and there are no more courses that he or she can take towards the intended Grove degree besides engineering/computer science courses
III. There is some other extenuating reason (s) for which the advisor deem that the student should be in the major despite the advisor’s concern about the student’s demonstrated potential to succeed in the field of engineering
IV. The student believes that he or she has a compelling case to gain admissions into the Grove School of Engineering or the student wants to appeal the decision made by the advisor (ABET Specialist, Program Administrator, Academic Advisor) regarding admissions into the academic program

Transparency and fairness is the cornerstone of the admissions process at the Grove School of Engineering and it is the aim of the Office of Undergraduate Affairs as an integral component of the Grove School of Engineering Administration to ensure that the procedure including appeals (due process) reflect our mission of access and excellence.

* Advisor – Only non-instructional faculty (and the dean) affiliated with the Office of Undergraduate Affairs can serve as academic affairs officials in performing the function of change of major