



OFFICIAL POLICY

Subject/Title: Change of Major
Policy Number: FPU-5.0091AP
____ New _____ Revised <u> X </u> Technical Revisions Only ____ Emergency Policy
Date First Adopted: September 23, 2014
Date Revised: March 24, 2021, July 15, 2021
Responsible Division/Department: Registrar
Initiating Authority: Vice President for Academic Affairs/Provost

A. APPLICABILITY/ACCOUNTABILITY:

This policy applies to any undergraduate degree seeking student desiring to change majors.

B. POLICY STATEMENT:

A fully admitted undergraduate student may change majors, provided he or she meets all requirements to enter the new program. A change of major may have a negative effect on Excess Hours, Financial Aid, and the Expected Term of Graduation. Students are responsible for understanding these effects on their time and finances. Additionally, students are responsible for identifying the changes to their graduation requirements and completing all new program and catalog requirements to graduate.

C. PROCEDURES:

1. All undergraduate students desiring to change their major should consult with an Academic Success Coach and the Department Chairs (or the individual designated by the Department Chair) of the previous and new programs to discuss all options to make an informed decision.
2. Upon obtaining all approval signatures, the students must submit the Program of Study Change Request form to the Office of the University Registrar.

POLICY APPROVAL	
Policy No.: FPU-3.0031P	
_____	Date _____
Initiating Authority	
_____	Date _____
Policies Committee Chair	
_____	Date _____
President/Designee	
Approved by Florida Polytechnic University BOT, if required	Date _____
EXECUTED SIGNATURE PAGES ARE AVAILABLE IN THE OFFICE OF THE GENERAL COUNSEL	