CoE Policy Sp10-02
Policy on Changing into College of Engineering Majors
College of Engineering
San José State University
Policy Adopted Spring 2010
Policy First Implementation August 1, 2010

Note: This policy is intended to take effect on August 1, 2010.

Engineering majors are in high demand and are academically challenging. In order to assist students in making good decisions about their academic major as well as to provide students with the best chance of academic success, the College of Engineering has established this policy for changing into College of Engineering Majors. Students wishing to change their Major, either into the College of Engineering from another College or from Undeclared status, or between College of Engineering majors, will be required to meet the following conditions and to follow the process described in this policy statement.

I. Process for Change of Major Application

a. Applications for Change of Major will be accepted twice per year, with deadlines of December 20 and May 20 each year. Applications can be found at http://www.engr.sjsu.edu/students/essc/advising/comp.

b. Review of all Change of Major applications will be carried out after the application deadline; students will be considered for Change of Major only if they have met the conditions outlined in Section II of this policy. Final admission into the new major will depend on the capacity of the Major to accept new students. There is no guarantee of admission to the new Major.

II. Criteria for Change of Major

a. Before being considered for a Change of Major, the student must meet the following conditions. There is no guarantee that a Change of Major application will be granted.

b. Student must meet with a Major Advisor to determine a Study Plan consisting of 9 units in the Major to be completed at SJSU (6 units for Aviation and Technology majors). These may include upper or lower division courses depending on the student’s academic level. This Study Plan in the Major (or 6 units in Aviation and Technology) must be completed with a minimum 2.0 GPA as well as a minimum grade of C- in each course. In addition to the specified Study Plan, the Major
Department may take into consideration other academic work related to the major completed by the student at SJSU or elsewhere.

c. Student must also have completed the following courses (or their equivalents) with C- or better, either as part of the Study Plan or in addition to it, depending on when the student is applying for Change of Major. For Engineering majors: Math 30 or 30P, Math 31, Phys 50 or 70, and English 1A. For Aviation and Technology majors: Math 71 or 30 or 30P, Phys 2A or 50, and English 1A.

d. Student must be in good academic standing at SJSU (at the end of the semester the application is submitted) to be considered for a Change of Major.