Change of Major Process

Office of Student Development and Success (OSDS)
Changing major to a non-engineering degree

• Students should visit the new major department or University Advising Center to complete the Change of Major process

• OSDS Advisor is not required to sign any form
  – Notify your OSDS advisor that you plan to change your major out of the College of Engineering

• Monitor your transcript to see when the major has changed
  – Be sure that your new major has assigned an advisor to you
  – Notify your OSDS advisor that your major has changed
Changing major to another Engineering degree

- OSDS no longer submits the paper Change of Major Form

- OSDS now uses an online process established by the Office of Registrar to submit Change of Major requests
Step 1

• Send an email to your OSDS advisor

Mr. Blackmon,

I would like to change my major:

Name: Sam Engineer
Student ID: 800001234
Drop Major: Mechanical Engineering
Add Major: Systems Engineering

Thank you,
Sam

• You can also submit a request to add a Concentration through email
Step 2

• Advisor will review your Change of Major request
  – Advisor will check current cumulative GPA
    ✓ GPA must be ≥2.5 (Engineering) or ≥2.0 (Engineering Technology)
  – New freshman with no GPA
    ✓ New freshman with no GPA

  – Advisor will check for unsatisfactory midterm grades
    ✓ Student should not have any unsatisfactory midterm grades
Step 3A

• Change of Major will be approved and processed if you meet all requirements listed in Step 2

  – Change of Major requests are sent to the Office of the Registrar each Friday

  – Begin checking your transcript the following week to see when your major has officially changed
Step 3B

• Change of Major requests that do not meet the requirements in Step 2 will be placed on hold until the end of the semester

  – Advisor will notify you if your request cannot be approved

  – Advisor will review Change of Major request placed on hold when all final grades post

  – If requirements are met at the end of the semester
    ✓ Advisor will process request
    ✓ Review Step 2 and 3A to see process
Final Message

Contact your advisor if you have questions