



Policy AC038: Change of Major

Recommended for Approval by:

A handwritten signature in blue ink, appearing to read "Scott E. Miller", written over a horizontal line.

Dr. Scott E. Miller, VP for Academic Affairs and Provost,
Pennsylvania Western University

Approved by:

A handwritten signature in black ink, appearing to read "Dale-Elizabeth Pehrsson", written over a horizontal line.

Dr. Dale-Elizabeth Pehrsson, President,
Pennsylvania Western University

Effective Date: 07/01/2022

A. Intent

To describe the requirements for changing or adding a major.

B. Definition(s)

Not Applicable.

C. Policy

An undergraduate student may change or add a major up to the date that Financial Aid is disbursed for that term, if they wish for the change to be enacted in that semester. This date generally occurs near the second week of the semester. If the student requests a major change after that date, the change will be enacted the subsequent regular semester. The only exception to the above is if the student is graduating in the term when they request the new major; in this case, the change will occur in the same semester. A student may add or drop a minor or concentration for the current term at any time.

If the student changes their major, they will be subject to the catalog term and program requirements in effect at the beginning of the semester when the major change is enacted.

Graduate students may not change their major without being admitted into the new program.

Newly-admitted students wishing to change their major must contact the Admissions Office to update their accepted program prior to the start of their first semester so that an admission determination can be made and a new schedule developed.

A student may not change to a non-degree/undecided major during or after their fifth regular semester, and all undergraduate students must declare a major by their fifth semester.

Athletes, international students, and veterans should verify any change of major with their certifying office prior to processing the official change form.

Changing or adding majors requires the approval of the department chair over the new major.

D. Procedure(s)

1. The student should process a WHAT-IF analysis in Degree Works prior to submitting a major change. This process will assist in determining whether there will be any additional length of time needed to complete the student's new program and demonstrate how current courses will apply to the new major.
2. The student should meet with a faculty member or the department chair of the intended major to review the student's academic eligibility for the selected major (e.g., GPA requirement) and other requirements.
3. The student should meet with a Financial Aid counselor to review any financial aid impact from changing to the intended major.
4. The student will complete the Add/Change of Major form and secure department chair approval.
5. The department chair will electronically submit the Add/Change of Major form to the Office of the Registrar for processing. The department chair will also assign a new academic advisor to the student.
6. The student is notified of the completed major change.

E. Related policies

Catalog Term Policy (AC051)

Graduation Requirements Policy (AC028)

Graduation Residency Requirements Policy (AC033)

Second Majors and Degrees Policy (AC009)

F. Contact Information

For additional information, please contact the Office of the Registrar.

G. Policy Review Schedule

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.