

Change of Major Policy and Procedure

Architectural Engineering Department

Change of Major Policy

It is the policy of the architectural Engineering department to approve change of major petitions for qualified students based on a demonstrated high standard of academic accomplishment, articulated understanding of the architectural engineering program and availability of space in the program.

Special attention will be paid to the applicant's overall higher education grade point average and academic performance in PHYS 131, MATH 141, 142, 143, ARCE 211, 212, 227 and 223 (or equivalent).

A petition of a student on academic probation will not be accepted for consideration.

Change of Major Procedures

1. Discuss the program with a member of the full-time architectural engineering faculty and obtain faculty signature:

Student Applicant Name (Print)

Applicant Signature

Date

Faculty Name (Print)

Faculty Signature

Date

2. Submit the following to the architectural engineering office:
 - a. Change of major petition (a university form that must be obtained at the Records Office).
 - b. This form, signed by an ARCE Faculty member.
 - c. Transcript of all higher education courses.
 - d. A list of the current quarter classes being attempted.
 - e. A short (2 page maximum) statement of the reasons for the desire to change majors that also demonstrates a knowledge of the program and a vision of the professional career to which the program leads.
3. Bring the above items to the ARCE Office before the end of the 2nd week of the quarter.
4. The ARCE Admissions Committee will review the petitions quarterly and make recommendations of acceptance or denial to the ARCE faculty.
5. The Architectural Engineering faculty will review the Admissions Committee's recommendations and may request student interviews. The faculty will by majority vote to approve, deny with comment, or deny the petition.
6. The approved petitions, will be forwarded to the associate dean for final review, and upon approval will send acceptance letters to the individual applicants.
7. The petitions, which are denied with comment, will be returned to the applicant. The applicant may follow the suggestions contained in the comments or may appeal as noted under note 8.
8. The petitions, which are denied, will be returned to the applicant. Unsuccessful candidates have the right of appeal. This appeal will be made to the department (appeals must be initiated no later than ten days after notification letters are sent).
9. Candidates who have a petition on file that has not yet been acted upon, and who is prepared to start the 3rd year sequences (ARCE 371, ARCE 223 or 302) may request permission to enroll in ARCE classes if a ARCE Minor application has been submitted. It is up to the discretion of the Department Chair to allow such enrollment.