

Revised: November 14, 2004

College of Architecture and Environmental Design (CAED)

CONSTRUCTION MANAGEMENT DEPARTMENT

Change of Major Policies and Procedures

Construction Management (CM) is an impacted major and, consequently, the department limits the number of change of major admissions according to the policies stated below. The department will consider change of major petitions **submitted by the second week of every academic quarter for admission to the following quarter.** The department's policies and procedures are intended to comply with Cal Poly's Process for Change of Major (AS-582-02/IC) as described on the University's website. Under no circumstance can the application of a student who has not completed at least one quarter at Cal Poly or who is on academic probation be considered.

Change of Major Policy

All applicants for change of major must meet the minimum performance criteria identified below in order to be considered for acceptance into the major. The departmental performance criteria are:

- Successful completion of MATH 141, MATH 142 or MATH 182, and PHYS 131.
- Successful completion of or concurrent enrollment in PHYS 132 or CHEM 124 or CHEM 127.
- Overall Cal Poly GPA of 2.5 or higher.

In addition, each applicant must submit a one to two page statement of qualifications and experience. This statement should outline the reasons why the applicant desires to change majors and demonstrate knowledge of the CM program of study and the professional career to which it leads. A supplementary interview with one or more CM faculty members also may be required to determine an applicant's qualifications for success in this major.

As the availability of spaces in the CM major is limited, MEETING ALL MINIMUM PERFORMANCE CRITERIA IS NOT A GUARANTEE OF ACCEPTANCE INTO THE MAJOR.

Change of Major Procedures

1. All students applying for a change of major into CM should consult with the CM Department Head and are strongly advised to consult with other CM faculty and the College Advising Center staff in making this decision.
2. All applicants must submit a change of major petition (obtained from the University Academic Records office) and unofficial copies of transcripts of all higher education courses completed or currently being attempted to the Departmental office **by the end of the second week of the quarter.**
3. Applicants also must submit the written statement described above.
4. All applications will be reviewed by a CM faculty committee and the Department Head to determine who will be accepted into the major based on the availability of space. Recommendations will be submitted to the CAED Dean's Office by the fifth week of the quarter.
5. All applicants will be notified of the final decision regarding their application in writing from the Dean's Office by the end of the seventh week of the quarter.
6. Per University regulations, applicants not admitted to the department cannot be kept on "waiting lists" pending space availability or improved performance. Denied students may re-apply at a later date, but they will not be given preference based on persistence (i.e., repeated applications).