

## Change of Major Policy, July 2015

The Computer Engineering department basically follows the College of Engineering Change of Major Policy for both computer engineering (CMPE) and software engineering (SE) programs, described here,

<http://engineering.sjsu.edu/students/success-center/change-major-policy>

This document explains the specifics of the department policy to help students who are interested in transferring to the department.

1. Both programs in the department are impacted. That means that students entering the department would have a GPA higher than the minimum 2.0 GPA. The program's impacted GPA is the GPA of the incoming transfer students and the University publishes it annually at <http://info.sjsu.edu/static/admission/impaction.html>. For 2015/2016, the impacted GPA is **3.0** for SE and **2.7** for CMPE. The department will use the impacted GPA as the basis in both to qualify for change of major and in the study plan.
2. The department will not issue a study plan for students during their first semester at SJSU. It is expected that students will complete at least one semester at SJSU and bring their unofficial transcript at the beginning of the next semester to the undergraduate coordinator to discuss the possibility of change of major. During their first semester at SJSU, these students should take at least MATH30 for both programs and CS46A for SE and CMPE30 for CMPE.
3. In addition to the SJSU Cumulative GPA, the department will consider the performance of students in STEM (Science, Technology, Engineering, and Math) fields. In lower division courses, the focus is on the following subject areas:
  - a. Math (MATH30, MATH31, MATH32) for both CMPE & SE
  - b. Physics (PHYS50, PHYS51) for both CMPE & SE
  - c. Computing: CS46A, CS46B for SE; CMPE30, CMPE50 for CMPEThe department will calculate the STEM GPA based on the performance on the three subject areas above as well as on engineering courses that are required for the major. Courses such as ENGR10 and MATH42 will be counted. However, courses that are not required in the major but students may have to take will not be counted, such as MATH19, PHYS49, and CS49J. The grades in these courses will be counted in the SJSU Cumulative GPA.
4. As in the college policy, the student must be in good academic standing to be considered for a change of major. This means that the student must achieve the impacted GPA (described in 1) in both the SJSU Cumulative GPA and in the STEM GPA (described in 3) to qualify for a study plan. In addition, no grade below C is obtained in any of STEM courses listed in 3.

5. Typically the study plan consists of three courses and needs to be completed in one semester. Students must achieve the impacted GPA (described in 1) in the study plan with a minimum grade of C in each course in the plan. Also, NC (No Credit) will not be accepted.
6. The study plan must include courses from the three STEM subject areas (listed in 3) if they have not been completed. As in the college policy, the study plan may include upper or lower division courses depending on the student's academic level. Other possible courses in the study plan include ENGR10, MATH42, ENGL1A, and ENGL1B.
7. The students will have only one opportunity to complete a study plan. No second study plan for the same major will be issued.
8. If the student cannot take the classes listed in the study plan, then he/she needs to contact the undergraduate coordinator at the beginning of the semester to get a modified study plan if it is feasible. If the undergraduate coordinator cannot find alternate courses, then the study plan will be nullified and the student might come back in the next semester for a new study plan.
9. By the end of the semester of the study plan and after receiving the grades, the department will calculate the study plan GPA, STEM GPA, and SJSU Cumulative GPA. It is expected that students who achieve the impacted GPA in all these calculated GPAs have good chances to be accepted into CMPE (or SE) major.
10. If a student has completed courses in the three STEM subject areas (listed in 3) and his/her STEM GPA as well as the SJSU Cumulative GPA are higher than the impacted GPA, and with no grade below C in any course, then the study plan could be waived and the student could be admitted directly to the major.
11. As in the college policy, due to impactation and even if the student has met all the requirements, there is no guarantee of admission to the new major. Final admission will depend on the capacity of the new major and the ranking based on the STEM GPA and the SJSU Cumulative GPA.
12. In considering change of major, the department will take into account the number of units earned by the student. According to the Presidential Directive 2009-05, students who have earned 90 units or more may not change majors except by special permission. Also, any request for change of major may be denied for students whose time remaining to complete the requirements for a degree would significantly increase.
13. The department follows the change of major policy (outlined above) for reinstatement. This means that it uses the impacted GPA (both SJSU Cumulative and STEM) and it may request a study plan. If the student has been disqualified from the University, he/she needs to raise their GPAs to the impacted GPA before being reinstated.