

Policy on Change of Major for Undergraduate Students

Policy # ST204 Policy on Change of Major for UG Students V1.0

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Policy Details

1. OBJECTIVE

The undergraduate curriculum at Shiv Nadar University (SNU) requires all students to take courses in a range of subjects, while specializing in a subject of their choice in order to give a broad-based and well-rounded educational experience. This philosophy offers students the freedom to explore a variety of subjects and areas of interest. Such room for exploration and discovery is aimed at providing students the opportunity to pursue a range of intellectual interests resulting in greater academic success, better career choices and deeper personal satisfaction.

The objective of this policy is to execute this philosophy for the undergraduate students at a functional level allowing them to explore their interests and study the major of their choice and passion.

2. SCOPE

This policy applies to all undergraduate students pursuing a full time course of study at SNU. Dean, Undergraduate Studies (UG) is the owner of the policy and any clarifications or exceptions should be routed to Dean, UG studies. This policy is effective immediately on release and supersedes all old practices and policies on matters related to change of major matters.

3. GENERAL GUIDELINES

3.1. Need for Change: Students are encouraged to make careful and informed choice while selecting majors at the time of admission. It is equally possible, though, that a student finds her interests, abilities, or talents in a different path than s/he had initially perceived. SNU intends to provide such students an opportunity to pursue their interests, abilities and talents by allowing them a change of major.

3.2. Eligibility: Minimum Time at the University, a student should have completed at least two semesters at SNU in order to be able to apply for a change of major.

3.3. Criteria that May Be Used for New Major Options: The departments may consider the following while reviewing the application for change of major:

- The majors for which the student was eligible at time of admission
- The academic record at SNU in the current major (e.g., CGPA, number and types of UWE's undertaken, internships, etc.),

- The student's ability to complete degree requirements in the new major within the normal duration of undergraduate program i.e. eight full semesters

3.4. Acceptable Number of Changes: Up to two changes may be accepted from a student in the duration of her registration with University.

3.5. Implications of Change: A change of major may impact time to graduate, hostel allocation and financial assistance or aid depending on case to case basis.

Applying for change of major at a later stage may impact the prospects of student to graduate in a timely manner and a late decision about change of major may require an undergraduate student to stay for additional duration at SNU than the normal eight full semester tenure and hence may involve related financial implications as well.

3.6. Timelines: Departments will announce towards the end of every semester (Tentatively in every March and October), the number of vacancies available in the major(s) offered by them through the Office of Dean, UG Studies. All Change of Major Request Forms (Annexure 1) have to be submitted as per the deadlines announced by office of Dean, UG studies in their postings. The decisions on Change of Requests Form received will be communicated before the end of semester (Tentatively by the end of April and November) to the concerned students by office of Dean, UG Studies. Students have to complete the required paperwork with the office of Dean, UG Studies for effecting change of major within a week of receiving such communication. For Mandatory change of major, all formalities and have to be completed within two weeks from beginning of semester.

3.7. Prerogative of the University: The applying department is not bound to accept the change of major requests received. It is possible that students may not get their desired major. Any change of major is effective only after due authorization from Dean, UG Studies.

4. MANDATORY CHANGE OF MAJOR

Students failing a mandatory course twice shall be required to change their major in accordance with the University Undergraduate Handbook. Such students have to consult the UG advisors of declared major and viable desired major. The change of major request form has to be submitted, required approvals obtained and academic records of the student updated as per process defined in this policy within two weeks from the beginning of the semester, failing which their registration from the University shall stand cancelled.

5. ROLES AND RESPONSIBILITIES

5.1. Students

- 5.1.1.** Consult UG advisors in both declared major and desired major to help gain clarity on academic goals
- 5.1.2.** Understand the application and approval process as defined by the Office of Dean, UG Studies
- 5.1.3.** Understand the eligibility requirement and selection criteria as listed with the open vacancies
- 5.1.4.** Submit duly filled in Change of Major Request Form to initiate the process of change in major
- 5.1.5.** Coordinate the submission of duly filled in Plan of Progression in New Major (Annexure 2), Credit Transfer Report (Annexure 3) and Undertaking with respect to Acceptance of change of Major Implications (Annexure 4) within one week of receiving an offer
- 5.1.6.** Fully comprehend the implications of change in terms of time to graduate, hostel allocation and related financial costs as change in major may require an undergraduate student to stay registered for additional duration at SNU than the normal eight full-semester tenure.
- 5.1.7.** Explain the consequences of change in major, both academic and financial to their parents (guardians) and obtain their undertaking declaring their awareness of these implications and of willing to comply with additional requirements necessary for awarding of graduate degree with new major.

5.2. Departments

- 5.2.1.** Before the end of every semester (Tentatively in every March & October), declare the number of vacancies available in the major(s) offered by it through the office of Dean, UG Studies
- 5.2.2.** Prescribe the minimum criteria required to change major, get admission into their programs and relevant timelines
- 5.2.3.** Designate one or more faculty member(s) as its Undergraduate Advisor
- 5.2.4.** Constitute a selection committee to consider the applications for change of major
- 5.2.5.** Recommend and submit a customized plan of progression, through its undergraduate advisor(s), for students allowed to change their major and the credit transfer report to office of Dean, UG Studies

- 5.2.6.** Communicate the decision of the selection committee to the Dean, UG Studies before the end of every semester (Preferably by the end of April & November)

5.3. Undergraduate (UG) Advisors

- 5.3.1.** Advise the students on the change of their major, help clarify their queries related to academic and career paths
- 5.3.2.** UG Advisor(s) of both the departments, i.e. declared and desired, shall advise the student about the possible implications of change and its prospects of graduating in normal duration i.e. eight full semesters
- 5.3.3.** UG Advisor(s) of the new major shall submit a customized plan of progression for every student, allowed to change major to their department, along with credit transfer report to the Dean, UG Studies

5.4. Dean, Undergraduate Studies

- 5.4.1.** Administration of the policy and ensuring compliance with relevant guidelines
- 5.4.2.** Announce vacancies available with different departments and criteria for applying for change of major
- 5.4.3.** Facilitate academic advising related to change of major and possible implications
- 5.4.4.** Provision of counselling on academic issues and non-performance in the existing major
- 5.4.5.** Documentation and records management related to change of major
- 5.4.6.** Review Transfer Credit report submitted by the UG Advisors
- 5.4.7.** Change and update of results in consultation with the Controller of Examination
- 5.4.8.** Facilitate counselling of unsuccessful applicants by University counselling services, UG advisor or Career Development Centre for help in developing alternative plans.
- 5.4.9.** Explain the related academic and financial impacts to the concerned student at the time of accepting the change of major request.

6. APPLICATION AND APPROVAL PROCESS

- 6.1. Identify a Major:** Students may feel the need to request for a change in declared major depending on their interests, abilities and talent. Students should choose a new major they desire to pursue taking into account the courses they

have already completed with (*passing*) letter grade. Students are encouraged to consult UG advisors to get help on gaining clarity on their academic goals.

- 6.2. Submission of application:** Vacancies in departments will be notified by the Office of Dean, UG Studies along with timelines for submission of Change of Major Request Form. Students must meet the applying department's eligibility criteria and admission process guidelines as defined by the UG advisor of the applying department and notified by Office of Dean, UG Studies.
- 6.3. Evaluation:** Office of Dean, UG Studies shall screen all the applications received for fulfilment of required criteria and forward relevant application to UG advisor(s) of applying department. The assessment of requests would depend on the available space in the desired major and the number of applicants. If the student's application receives a positive assessment from the applying department, Office of Dean, UG studies will initiate the process of formalizing the change of major in the academic records of the student with the University.
- 6.4. Documentation and Approval:** Probable students will be given an offer by the office of Dean, UG studies. These students will have to submit acceptance of offer, dully filled in Plan of Progression in new Major, Credit Transfer Report and Undertaking with respect to acceptance of change of major implications to Office of Dean, UG studies. These forms have to be submitted within a week of receiving communication from the office of Dean, UG Studies, failing which the offer would lapse automatically. On completion of appropriate documentation and authorization, change of major request will be accepted and academic record of the student updated. Subsequently, the concerned departments and authorities will be informed by office of Dean, UG Studies and the change of major will be become effective.

Annexure 1

CHANGE OF MAJOR REQUEST FORM						
Student Name		CGPA				
Student ID		SNU Email ID				
Admission Year		Contact No.				
Declared Program		Declared Major				
Desired Program		Desired Major				
Relevant Courses done with respect to the Desired Major:						
Semester in which course was done	Course Code	Letter Grade		Semester in which course was done	Course Code	Letter Grade
Reasons for Change:						
<p>Self-Declaration: I hereby declare that I have consulted both the UG advisors of my declared major and desired major. I have fully understood the implications associated with change.</p> <p>Signature: _____ Name: _____ Date: _____</p>						
Recommended By:				Approved By:		
	UG Advisor: Declared Major	UG Advisor: Desired Major	Associate Dean, UG Studies	Dean, UG Studies		
Signature						
Name						
Date						

Annexure 2

PLAN OF PROGRESSION IN NEW MAJOR						
Student Name		CGPA				
Student ID		SNU Email ID				
Admission Year		Contact No.				
New Program		New Major				
<p>The student would be required to register for the following courses in forthcoming semester(s) in order to earn a major from _____, department, School of _____.</p>						
S No	Semester	Course code to be registered		S No	Semester	Course code to be registered
<p>Self-Declaration: I hereby declare that I have understood the above mentioned plan of progression and it has been explained to me by the new UG advisor. I shall abide by the same and shall be responsible for meeting all possible implications associated with it.</p> <p>Signature: _____ Name: _____ Date: _____</p>						

Annexure 3

CREDIT TRANSFER REPORT					
Student Name				Admission Year	
Student ID				SNU Email ID	
This is to certify that the concerned student has been allowed to carry the following credits from his previous major to the new major*:					
S No.	Course Code	Semester	Course Type: Major or UWE or CCC	Course to be transferred as: Major or UWE or CCC	Letter Grade
This is to certify that the concerned student has been allowed to drop the following courses from his previous major*:					
S No	Course Code	Semester	Course Type: Major or UWE or CCC	Letter Grade	
<i>* Please use additional sheet to list all courses and attach with this form</i>					
Revised CGPA (after incorporating above changes): _____					
Recommended By:					Approved By:
	UG Advisor: Declared Major	UG Advisor: Desired Major	Controller of Examination	Associate Dean, UG Studies	Dean, UG Studies
Signature					
Name					
Date					

Annexure 4

UNDERTAKING WITH RESPECT TO ACCEPTANCE OF CHANGE OF MAJOR IMPLICATIONS

Section I: Self- Declaration

I hereby declare that I had applied for change of major from _____ to _____ which has been permitted by the Dean, UG Studies on the recommendation of the previous and new department.

I have been explained the related academic and financial implications and I fully understand the following terms of with respect to acceptance of my change of major request:

- I will fulfil all the degree requirements of the new major. I shall be responsible for meeting and complying with all the academic obligations of new major including registration for new courses and earning required number of credits.
- I understand that the scholarship offered to me at the time of admission is valid for only the first eight full semesters at the University. In case the change of major requires extended stay at the University, I shall bear the associated financial costs in terms of additional tuition fees and other charges.
- I understand that hostel accommodation allocated to me at the time of admission to the University is only for the first eight full semesters. In case the change in major requires extended stay at the University, then my hostel allocation for the extra period is subject to availability and I shall bear the associated costs in terms of additional hostel fees and other charges.

Student Signature

Student Name

Date

Section II: Consent and Acceptance by Parents (Guardians)

I hereby declare that my son / daughter / ward has applied for change of major from _____ to _____. He / She has explained to me the implications associated with it and I have understood them well.

I agree to bear the financial liabilities, if any, arising out of this change.

Signature

Name

Date

Contact No.

Annexure 5: FREQUENTLY ASKED QUESTIONS

Q. When can I Change my Major?

Ans: You can change your major effective beginning of a semester; the process for effecting this change has to be completed in the preceding semester.

Q. How can I Change my Major?

Ans: You can start the process of change you major by submitting Change of Major Request Form to Office of Dean, UG Studies which in turn will inform you on the acceptance or rejection of your application.

Q. I want to change my major; can I still fulfil my degree requirements in first 8 semesters?

Ans. If you change your major, your time to graduation may be impacted as your new major will have different academic obligations from your former one. Please check with the new department in advance to fully understand the likely increase in time to graduation.

Q. Will the scholarship given to me at the time of admission to the University be valid if I can't complete my degree requirements as per the new major within the first 8 semesters?

Ans: No.

Q. I not doing well in my present major, I want to change to a comparatively 'easy' major?

Ans: There is no such 'easy' major exist. The desired department may not consider your application if you not doing well in your present major. You need to work hard.

Q. I have failed twice in a mandatory course for my declared major and don't want to change my major. What can I do?

Ans. Your registration with the University will be cancelled, please complete your University leaving formalities.

Q. I have failed twice in a mandatory course for my declared major, I am willing to change my major, but the department I am interested in, is not accepting my application.

Ans: The applying department or any other department at the University is not bound to accept change of Major request application. Your registration with the University will be cancelled.

Q: How would my CGPA get affected if I change my major?

Ans: The change of major process involves completion of Credit Transfer Form from previous to new major, in which student is allowed to drop some courses. This usually results into better CGPA. However for specific details, please consult the relevant UG Advisor.