

## Maritime College Engineering Department Administrative Policy

**Title: Changes of Engineering Major  
and Professional Experience**

**No. 13-01  
Date: 02.05.2013**

1. This policy entirely supersedes and replaces Policy 11-01.
2. A current student registered in an Engineering Department major may be permitted to change majors (currently Electrical Engineering, Facilities Engineering, Marine Engineering, Mechanical Engineering, or Naval Architecture) or professional experience (i.e., engine license, deck license, or intern option) if the proposed change is appropriate to (a) the student's abilities and prior academic performance, (b) the level of resources available in the department and the College to accommodate additional students in the desired program(s), and (c) the student's prior conduct and status.
  - a. Being allowed admittance into another program is not an entitlement on the part of the student even if the student may be otherwise qualified; rather, such actions are subject to the constraints imposed by accreditation bodies, financial realities, faculty availability, and physical limitations.
  - b. The department chair shall make the determination of whether a student's application is approved.
3. A student NOT currently registered in an engineering major at the College who seeks to enter an engineering major is nevertheless subject to the conditions stated in item 2, above. Such a student should have, as a minimum, successfully completed the courses MATH101, MATH102, PHYS102, and CHEM121/122 with grades of C or better.
4. No student is deemed to have changed majors or professional experience until a properly completed and approved form is submitted to the Registrar.
5. To facilitate effective planning and use of department resources, requests for changes of major will be entertained ONLY during the three week period culminating with the end of Registration Week, i.e., the week prior to Advisement Week, Advisement Week, and Registration Week, during the fall and spring semesters.