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| Name of Policy: Change of Major  |
| Source: Academic Affairs and Student Affairs   |
| Date Revised: November 2017  |
| Form to Complete: Change of Major Application; see your academic advisor to initiate |

**Policy:**

Students can initiate a change of major after consultation with an academic advisor. The academic advisor will review the student’s progress and standing in their current major and the impact of changing their major. They will also discuss the student’s goals to ensure the change of major will facilitate the accomplishment of those goals.

Students should make the decision to change majors after discussing their options with an academic advisor, the chair of the requested department, and their current department chair.

If the student wants to pursue a change of major after consulting with an advisor and the department chairs, the student should:

1. Prepare a statement of educational goals
2. Prepare a portfolio
3. Prepare documentation of related work/experience
4. Obtain Change of Major Application
5. Print out an unofficial transcript from <https://mykcai.kcai.edu/ics>
6. Obtain signatures of academic advisor and current department chair
7. Schedule a portfolio review with new department chair and submit application and supporting documentation
8. Submit completed change of major application documentation including educational statement, unofficial transcript, and Change of Major Application form to the Registrar

Since classes cannot be added after the add/drop deadline, a change of major cannot happen after that date. Students may initiate the change after that date to be effective the following semester.

The new Department Chair sets the level at which students enter the department based on students' skill level and artistic/academic needs after reviewing students' unofficial transcript. The Department Chair may also notate additional classes on the Change of Major form (i.e. studio electives that students need to take to prepare them for the transition into the new major.)

**A change of major may necessitate additional semesters of study at KCAI to fulfill the requirements of the new major.**