

## Change of Engineering Major and Professional Experience    March 28, 2023

This policy outlines requirements to apply for transfer into a B.E. program at Maritime College from another major. It updates and supersedes all prior policies.

A Maritime College student may be permitted to transfer into a Bachelor of Engineering program major or change their professional experience option (Deck License, Engine License, Internship) if the proposed change is appropriate to all the following:

- The student's abilities and prior academic performance,
- The student's prior conduct and status.
- The level of resources available in the home department of the requested program needed to accommodate additional students.

Being allowed admittance into another degree program or option is not an entitlement on the part of the student even if the student may be otherwise qualified. Rather, such actions are subject to constraints imposed by multiple factors including faculty availability, accreditation, financial considerations, and physical limitations. No student is deemed to have changed major or professional experience until a properly completed and approved *Change of Curriculum* form is submitted to the Registrar. The chair of the department housing the requested major shall make the determination of whether a student's application is approved.

1. Students enrolled in a non-B.E. major at Maritime College:
  - a. Non-engineering students should have, as a minimum, successfully completed MATH 101, MATH 102, PHYS 102, CHEM 121/122 and ENGR 110 with grades of C or better. Transcripts may be requested to document equivalent courses taken at other institutions. The conditions in item 2 a.-c. below must also be satisfied, as appropriate.
2. Students currently enrolled in a B.E. program at Maritime College:
  - a. Those seeking transfer into Mechanical Engineering, Facilities Engineering, Marine Engineering, or Naval Architecture will normally be required to complete ENGR 100 and ENGR 242 with grades of C or better before an evaluation of the request will be made.
  - b. Those seeking transfer into Electrical Engineering will normally be required to complete PHYS 201, ENGR 120 and ENGR 290 with grades of C or better before an evaluation of the request will be made.
  - c. Requests for change of curriculum will only be considered during the period between the end of semester posting of final grades and the end of the add/drop period in the following semester.
  - d. Requests for change of curriculum will not be considered if a student is currently on Academic Probation.
3. Depending on a student's academic history, completion of courses additional to those listed above may be required as the department chair deems necessary.
4. A B.E. student who seeks to enroll in or change License option must be academically in good standing and must secure the permission of the Coordinator of Shipboard Training and Licensing (Engineering) and the Commandant of Cadets.
5. A B.E. student who seeks to drop License and elect the Intern option must secure the permission of the chair of the engineering department housing their current major.