
Department of Art and Design, Cal Poly, San Luis Obispo

MAJOR CHANGE POLICY AND PROCEDURE

The Department of Art and Design has established a policy and procedure regarding applications for major changes into our program. **Please read this information carefully.** If there is any part you do not fully understand, ask our office staff for clarification.

Portfolios for major change applicants are reviewed twice each academic year, once during Fall Quarter (to enroll in art classes the following spring quarter), and once during Winter Quarter, when we also review applicants from off campus (to enroll in art classes the following summer or fall quarter).

You will need to notify the department office of your intent to change majors **during the third week** of the quarter you wish to be reviewed, when you will be given information about the portfolio review for that quarter. Sample portfolio requirements and assigned projects can be found on our web site at: <http://artdesign.libart.calpoly.edu/> under the "Documents" tab.

POLICY

Academic: All applicants must have a CPSLO Cumulative GPA of at least 2.5 and a Last Graded Term at Cal Poly GPA of at least 2.3 (must have completed at least one quarter at Cal Poly to apply for a major change). Failure to meet either of these academic minimums renders the applicant ineligible to apply. Students on academic probation are not eligible.

Portfolio: All applicants must submit a portfolio of their own work that meets all minimum requirements outlined in the Portfolio Requirements, and meet the portfolio due date immediately preceding the review date desired.

PROCEDURE

Notification to the Department:

The first step is to come to the department office and notify the department of your intent to change your major to our program. This can be done **after the beginning the third (3rd) week of Fall or Winter quarter.** You will be given specific information regarding portfolio requirements, including assigned project options for graphic design and studio art, review processing forms, and a due date for all materials (in the **Major Change Applicant letter**).

Portfolio Submission for Review:

Submit a portfolio of your work appropriate for the concentration of your choice. **All required materials must be submitted together by the due date as outlined in the Major Change Applicant letter.**

Review Outcome Notification:

Within a week after the review date, you will be notified **via your Cal Poly email address** if you passed the portfolio review or not, and that your portfolio is ready for pickup. If you have been accepted, your major change form will be processed by the department office.