

COLLEGE OF MICRONESIA-FSM

BOARD POLICY NO. 4407

Change of Major and/or Individual Degree Plan (IDP)

Date Adopted: 01 April 1993

Date Revised: 27 March 2019

Date Reviewed: 22-24 March 2014; 27 November 2019; 09-11 June 2026

References:

~~Students who begin with one major then wish to change major must wait until the required sequence of courses in the new major is offered. They may wait as long as a year. Students are strongly advised to seek career counseling before declaring a major to avoid disrupting their program of study and lengthening their total time in college.~~

1. Change of Major

- a. Students may change their declared major at any time subject to academic advisor consultation and approval by the College Registrar and the Dean of Academic Programs. Students are strongly encouraged to seek academic advising prior to requesting a change of major, as such changes may affect degree requirements, academic progress, financial aid eligibility, immigration status for international students, and time to degree completion.
- b. Approval of a change of major does not constitute admission into programs with selective, limited, or competitive enrollment requirements. Students seeking entry into such programs must satisfy all applicable admission and program requirements independently.
- c. Students who change their major are responsible for fulfilling all degree, residency, grade point average, and other academic requirements of the newly declared program in effect for the applicable catalog term.
- d. A change of major shall take effect in *accordance with deadlines* established in the official academic calendar. Requests submitted on or before the last day to add or drop courses for a given term shall take effect that term; requests submitted after that deadline shall take effect the following academic term.

2. Change of Individual Degree Plan (IDP) — Election of Program Requirements

- a. Students' IDPs shall be governed by the program, graduation, and catalog requirements in effect for the catalog term under which the IDP was established.
- b. Students may elect to transition to a newer catalog term or revised program requirements, subject to approval by the Dean of Academic Programs and the College Registrar. Such an election shall apply in its entirety; the student shall be subject to all requirements, policies, and academic standards of the newly elected catalog term or program version.

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- c. Once approved, the election of a newer catalog term (program term) or revised program requirements is final and may not be reversed, except under extraordinary circumstances¹ and with the approval of the Dean of Academic Programs and the College Registrar.
- d. Students may only elect requirements from a catalog term subsequent to their current IDP term. Election of requirements from an earlier catalog term is not permitted.
- e. Students who elect a newer catalog term (program term) or revised program requirements are solely responsible for satisfying all graduation and program requirements of the newly elected curriculum.

See Administrative Procedure 4407.

¹For purposes of this policy, *extraordinary circumstances* refers to rare and clearly documented situations that are beyond the student's reasonable control and that materially affect the student's ability to continue under the originally elected catalog or program requirements. These may include, but are not limited to, significant changes in program requirements implemented after initial enrollment that create unintended academic disadvantage; verified institutional error in advising, registration, or degree audit; serious medical or mental health conditions with supporting documentation; or other compelling academic or administrative circumstances as determined by the Dean of Academic Programs and the College Registrar.

Extraordinary circumstances do not include routine changes in academic interest, course planning decisions, or general preference for a different catalog year. All requests must be formally reviewed and approved on a case-by-case basis.