

CHANGE OR DECLARE PROGRAMS

Change of Major - Undergraduate Programs

Students seeking to change their major should inform their primary advisor and consult with the associate dean of the school of the new major they are considering. The associate dean, or other department representative, will interview the student and review the academic record. If the request is approved, a Change of Major form (<https://wit.edu/ssc/forms/>) is completed, which lists all course exclusions with the exception of Humanities and Social Science courses; the grade point average in the new major will consist of only those courses accepted in the new major. The signatures of associate dean and the student are required for the change to become official. Change of majors for a current semester must be received and processed by the Registrar (registrar@wit.edu) prior to the end of the add/drop period, otherwise all change of majors will become effective at the start of the next semester the student is enrolled. It is important to note that not all change of major requests are granted by the associate dean if evidence of academic success is not documented on the student's academic record. A change of major does not remove the historical academic sanctions that were applied under previous major.

Students considering a change of major should be aware of the potential impact of time to graduate and financial standing. Students are advised to meet with a financial services counselor to discuss any potential impact to financial aid and tuition payments because of the change of major.

Add a Second Degree

Matriculating undergraduates pursuing two baccalaureate degrees must complete at least an additional thirty-six (36) credit hours in residence and all requirements of the second major. Because the program requirements for each major must be met, it is possible that more than thirty-six (36) semester credit hours will be needed to fulfill these requirements. For full-time baccalaureate majors, an additional co-op semester is required in the new major. In such cases, a second degree is recorded on the student's transcript and dated accordingly; Wentworth does not allow concurrent dual degrees.

Returning students pursuing an additional degree from Wentworth Institute of Technology must have completed all requirements for the first degree and be formally approved to return in pursuit of a second degree. Non-matriculating students will be held to the catalog year in which the second degree is initiated and will complete at least thirty-six (36) additional credits in residence. Coursework completed in the first baccalaureate degree cannot be applied to the minimum of thirty-six (36) credits in residence requirement; this restriction includes converting a minor/s into a second degree. Upon completion of all required coursework, the additional degree will be recorded on the students' transcript and dated accordingly.

The same policies apply to part-time students, with the exceptions that a minimum of thirty-two (32) semester credit hours must be taken, and no cooperative work semester is required.

Students seeking a second major are advised to consult with Student Financial Services and Financial Aid.

Add or Drop a Minor(s)

Bachelor degree candidates who choose to minor are required to do so no later than the end of the junior year by filing a Minor Declaration form (<https://wit.edu/ssc/forms/>) with the registrar (registrar@wit.edu). The Minor Declaration form (<https://www.vets.gov/education/gi-bill/>) must be signed by the associate dean of the student major and the associate dean of the new minor; students wishing to drop a minor must follow the same procedure. All changes must be submitted prior to submitting a Degree Application to insure an accurate review of a student's academic record and the timely awarding of a baccalaureate degree.

Change Catalog Year

Students are assumed to be following requirements for the various degrees/majors/minors as printed in the academic catalog for their first enrollment term at Wentworth.

Students who wish to follow degree requirements in a subsequent catalog must have the approval of their associate dean and file a Change of Major form (<https://wit.edu/ssc/forms/>) with the registrar (registrar@wit.edu).

Change of Major - Part-time and Professional Certificate Programs

Current part-time students who wish to change majors must have a grade point average of at least a 2.0 cumulative GPA and should contact their advisor to begin the review process. The advisor will interview the student, review the academic record, and identify any courses that will be transferred into the new major. The grade point average in the new major will consist of only those courses taken in the new major. The completed Change of Major form (<https://wit.edu/ssc/forms/>) must have the signature of the Associate Dean from the School of the new major and the student prior to being submitted to the registrar (registrar@wit.edu). Change of majors for a current semester must be received and processed by the registrar (registrar@wit.edu) prior to the end of the add/drop period, otherwise all change of majors will be effective at the start of the next semester the student is enrolled.

Students wishing to change from full-time programs to the part-time programs must complete an internal application contact the admissions office. Students wishing to change from a part-time program to a full-time program must submit an application to Undergraduate Admissions.