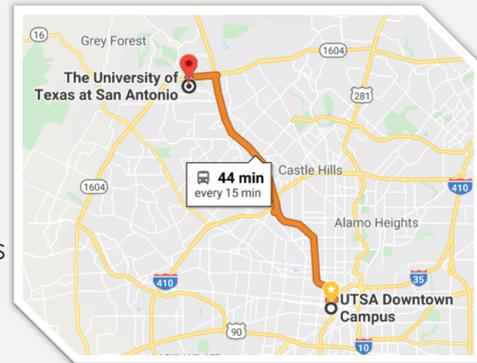




## Introduction & Purpose

### Background

- 30,000 undergraduate students
- 3 campuses (Main Campus, Downtown Campus, Hemisfair)
- 9 advising centers with assigned caseloads
- 75+ Academic Advisors



### Purpose

Our goal is to encourage Academic Advisors to reflect upon their own institutions procedures; the purpose of the procedures; and consider creating or realigning procedures so that they are more effective and result in an overall better standard of care.

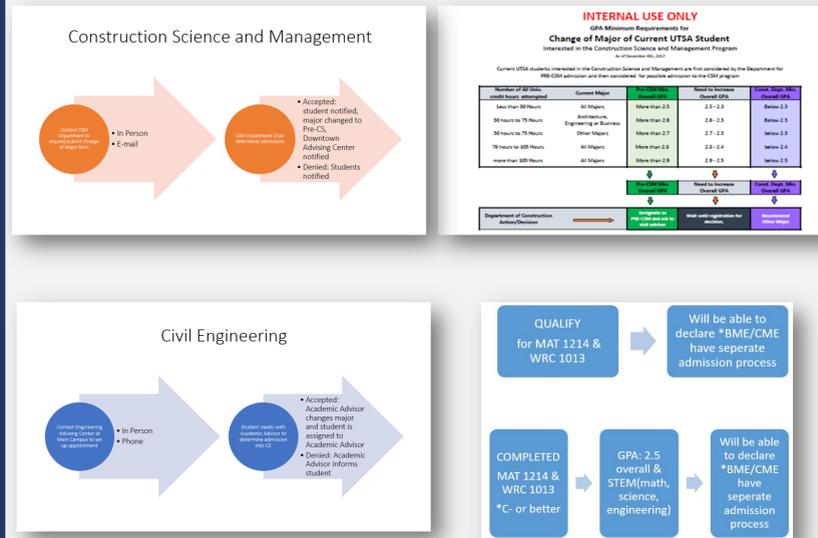
We reflect, specifically, on the change of major process at UTSA for undergraduate Civil Engineering and Construction Science and Management students, in order to establish a common standard of care for students at UTSA wanting to change their major. Since we speak to students on a daily basis and experience the change of major process along with our students, it is important that we take the time to analyze our institutional processes and ask questions such as, "Is this really a seamless process?" Can the process be improved?" Student populations are ever changing and our processes should be evaluated periodically to determine if they are serviceable.

## Discussion

The current standard of care for the change of major process at UTSA is inconsistent and can be convoluted not only for Academic Advisors servicing these majors but most importantly for the students requesting the new major and initiating the transition.

Specifically, at UTSA this process can be challenging for students who desire to declare their major in Construction Science and Management (CSM) and/or Civil Engineering (CE). The actual process is non linear since each major has distinct declaration processes and requirements. Each major is housed on a different campus which adds a geographical location concern for students attempting to transition to the other academic field.

## Current Change of Major Process

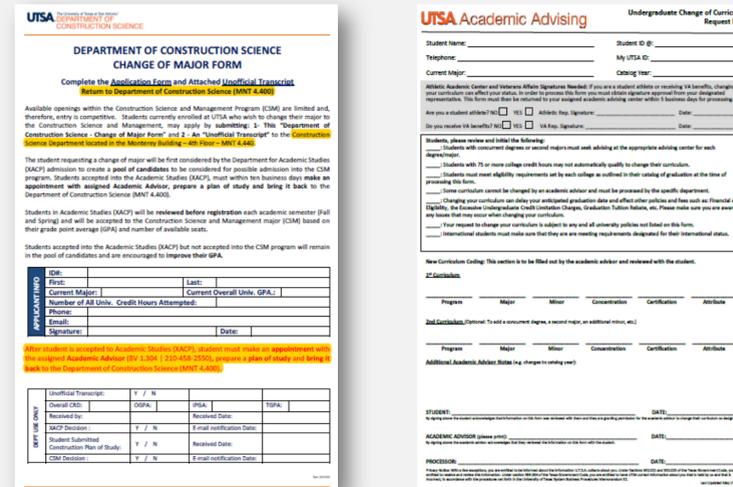


## Challenges:

- Required travel between campuses
- No guarantee of admissions
- No standard program admissions process
- Pre majors and time to declare
- Inconsistent change of major process
- Inconsistencies with following admissions standards
- Notification of admissions or non-admissions

## Impacts:

- Retention
- Graduation rates
- Course availability



## Reflection

The reasons students change majors are vast and range from personal realizations to changing career goals. It is important for us as Academic Advisors that we strive to provide a consistent standard of care to our students in order to pave a seamless transition from one major to the next.

By starting with simple adjustments, such as simplifying the change of major form and potentially adding an online component we can not only help students better understand the process but also eliminate the initial need to travel and keep the Academic Advisor(s) informed.

## Recommended Resolutions:

- Standard change of major referral process
- Improve communication to student's assigned Academic Advisor on student's change of major decision
- Training on admissions standards and change of major process for each major
- Provide additional methods for students to request a change of major for majors on different campuses
- Alternative majors (flow chart)
- Academic Advising Liaisons

### UTSA Advising

Home | Current Students | Find Your Advisor | Transfer Students | Special Programs | Graduation | Resources | Future Roadmap

#### Changing Majors

Major program admission requirements are subject to change. Please refer to your catalog, or department website for the most up-to-date information. To officially declare your major please contact the advising center your major is housed with (link to breakdown offices). Please note some majors may require a second admission processes.

[Change of Major Request \(link to online page\)](#)

[Major Requirements \(link to major info handout\)](#)

## UTSA Academic Advising

### DEPARTMENT OF CONSTRUCTION SCIENCE CHANGE OF MAJOR FORM

Available openings within the Construction Science and Management Program (CSM) are limited and, therefore, entry is competitive. Students currently enrolled at UTSA who wish to change their major to the Construction Science and Management, may apply by submitting: 1- This "Department of Construction Science - Change of Major Form" and 2- An "Unofficial Transcript" to the Construction Science Department.

The student requesting a change of major will be first considered by the Department for Academic Studies (DACS) admission to create a pool of candidates to be considered for possible admission into the CSM program. Students accepted into the Academic Studies (DACS), must within ten business days make an appointment with assigned Academic Advisor, prepare a plan of study and bring it back to the Department of Construction Science (MNT 4.400).

Students in Academic Studies (DACS) will be reviewed before registration each academic semester (Fall and Spring) and will be accepted to the Construction Science and Management major (CSM) based on their grade point average (GPA) and number of available seats. Students accepted into the Academic Studies (DACS) but not accepted into the CSM program will remain in the pool of candidates and are encouraged to improve their GPA.

**Student Information**

ID#: \_\_\_\_\_  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Current Major: \_\_\_\_\_  
Intended Major: \_\_\_\_\_

Overall Attempted Hours: \_\_\_\_\_ Overall Earned Hours: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Department page: <http://catalog.utsa.edu/undergraduate/engineering/civilenvironmentalengineering/department/>

Application: <http://catalog.utsa.edu/undergraduate/engineering/civilenvironmentalengineering/department/>

Application: <http://catalog.utsa.edu/undergraduate/engineering/civilenvironmentalengineering/department/>

Application: <http://catalog.utsa.edu/undergraduate/engineering/civilenvironmentalengineering/department/>

Minimum GPA Required	Hours	GPA
less than 30	2.5	
30-75 hours	2.7	
76+ hours	2.9	

Submit

UTSA Academic Advising