POLICY: CHANGE OF MAJOR COURSE

INTRODUCTION:

The major course is the primary subject area a student wishes to pursue during their undergraduate studies. It is the area of study that the student is most passionate about and may want to pursue as a career. However, after completing the studies in the first two semesters, if a student wishes to change their major, this policy outlines the guidelines for doing so.

PURPOSE:

To establish processes for facilitating the change of major.

BACKGROUND

This policy applies to all the students enrolled in Bachelor's degree programs at St. Xavier's College.

This policy is to provide minimum essential requirements to facilitate a change of major course selected by the student during their first two semester.

It also addresses the concern of the respective departments' resources and infrastructure available and availability of seats.

This policy is applicable to only to the students who wish to earn UG degree/ UG degree with honors/UG degree with honors with research degree programs at St. Xavier's College

OBJECTIVES:

To following objectives were taken into consideration while framing this policy:

- To provide flexibility and choices in the academic journey of the students at SXCA.
- To allow students to pursue subjects they are genuinely passionate about thorough which they realize their potential
- To explore the flexibility offered by the NEP in the interest of the students.
- To desist a student from not opting out of the College and there by avoiding the reduction in total number of students enrolled.

GUIDELINES:

A student can change the major at the end of one year (end of 2 semesters) subject to the fulfilment of the following conditions:

1. Student can change their major course only for the courses in which they have pursued their minor.

2. The student will need to make up the deficit credits in the 3rd and 4th semesters by enrolling in online courses offered by SWAYAM or any other online/Distance Learning (ODL) platform approved by UGC.
3. The student needs to submit the marksheets of such deficit credit earned to the department head, COE, and NEP nodal officer at the end of the fourth semester.
4. Prior permission must be sought from the by applying in the prescribed form enclosed.
5. The students can be given the go-ahead after approval from the HOD, COE and NEP nodal officer.
6. The student must at least 60% in Sem I and II combined.
7. The student must bear the administrative fees. (Rs. 1500)
8. The final decision to grant change of major will rest with the principal.

REVIEW AND MONITORING:

The NEP office will monitor the policy to ensure it is fit for purpose and will be reviewed regularly and will be modified to reflect changing guidelines from the UGC or the college council

ACKNOWLEGDEMENT:

The college acknowledges the following policy of UGC to provide background in preparation of this policy document:

Format for application for Change of Major in Sem III

The following application needs to be submitted to the principal.

Section A: Personal Information

1. **Full Name** (as per official academic records):
2. **Date of Birth:**
3. **Gender:**
4. **Category:**
5. **Contact Details: (include mobile no, email and communication address):**

Section B: Current major subject in which the student is enrolled at SXCA.

1. **Program name:**
2. **Student ID:**
3. **Current Semester of Study:**

Section C: Details of Major subject in which student seek the admission:

- **Program name:**
- **Year/Semester of Study:**

Section D: Declaration by the student

- It is my responsibility to earn deficit credits through SWAYAM/ Online or ODL mode approved by UGC in 3rd and 4th.
- I will ensure to submit all due certificates of deficit credit earned to the HOD (of changed major subject), NEP office and COE office at the end of 4th semester or commencement of 5th semester whichever is earlier.
- My application is true and complete to the best of my knowledge.

Signature:

Student   Parent/Guardian

Date:

Section G: For Official Use by Institution

Approved By:

Yes/No HOD (of current major)	
Yes/No HOD (of changed major)	
Yes/No COE	
Yes/No NEP Nodal officer	
Yes/No Principal	