

**Committee on Educational Policy
Policy on Major Screening for Transfer Students**

How A Major Requests Admissions Screening for Transfer Students

Requests to become a “screening major” for transfer students should be submitted to the Committee on Educational Policy (CEP) as a new component of their annual catalog copy submission. CEP may wish to request a short justification to become a screening major to ensure the request is for appropriate purposes, not just to reduce the number of students within the major. The overarching principle of becoming a screening major should be to ensure that any admitted transfer student can qualify for their intended major; in other words, a transfer student that has already established a record that does not meet the major’s qualification policy should not be admitted to UC Santa Cruz. **Departments must plan a year ahead for the process to be implemented after review and approval by CEP.**

Departments should first consult with the Office of Admissions when considering this option and submit the proposal with the program statement.

The Office of Admissions will follow-up to establish the procedure per CEP guidelines for the actual screening process per individual departmental needs. The department needs to submit the final proposal to CEP for approval.

If the request is denied, CEP will notify the department/faculty.

If the request is approved, CEP will notify the department/faculty and the Committee on Admissions and Financial Aid (CAFA).

Related FAQ's to consider:

What does it mean for a major to request “admissions screening” for transfer students?

If approved to become a screening major, in order for a transfer student to be offered admission to UC Santa Cruz, they must meet campus selection criteria **and** major-specific criteria that aligns with the major’s qualification policy.

Who determines if a transfer student meets major-specific criteria?

The Office of Admissions works directly with the major department/faculty to establish a screening process that works for all parties.

Can a transfer student be considered for another major if they do not meet the major-specific criteria?

Transfer students indicate a single proposed major on their UC application, but can, in the Office of Admissions appeals process, indicate a desire to pursue a different major (which may

or may not be a screening major). Students are then reviewed for their preparedness for that major, if it too is a screening major.

What if a transfer student wants to begin their UCSC career in one major and then change their major once they begin?

If the transfer student can still graduate within their allotted time at UCSC, and they meet the new major's qualification policy, there is nothing to preclude the change of major. For screening majors, however, this scenario is unlikely to be granted.

When an appeal is received for a student that is denied admission to the campus because they don't meet the major-specific criteria, does the major department/faculty review the appeal?

The practice in the Office of Admissions has been to involve the major department/faculty in every appeal received where a student was denied admission for not meeting major-specific criteria. Admissions also works with departments/faculty to consider admission at a later date, such as winter quarter or subsequent fall, provided additional preparation is completed.

What if there is dispute between the Office of Admissions and the major department/faculty?

When agreement cannot be reached on any aspect of implementing a major's screening criteria, CEP will be consulted.

Approved by the Committee on Educational Policy on June 4, 2014