

## **MEMORANDUM**

**TO:** Academic Advisors  
**FROM:** Brett D. Venhuizen, J.D., Chair  
**RE:** Transfers to Commercial Aviation or Aviation Management Majors  
**DATE:** April 11, 2022

Due to the unprecedented demand for Commercial Aviation and Aviation Management Majors, the Aviation Department has instituted a process for UND students who wish to change to either of these majors to follow.

No later than the Friday of finals week of the semester during which the student wishing to change majors will earn twenty-four (24) credit hours at UND with a cumulative and institutional GPA of 3.5 said student may submit a change of major request form to the ASC. The ASC should then forward the request form to the administration of the Aviation Department.

The Aviation Department will convene a Faculty Major Transfer Committee who will review all such requests no later than one-week after final grades for the semester are issued by UND. The Committee will rank the change of major requests by GPA. In the event of two identical GPA's, the requests will also be ranked in order received by the ASC. Students will then be offered the opportunity to enroll in Avit 102 in the second summer session or the fall session if space is available. Students ranking the highest shall be given the first opportunity to transfer majors.

It is anticipated that a very small number of students, if any, will be allowed to change majors to Commercial Aviation or Aviation Management. This process is subject to change based on overall enrollment in these programs.