Undergraduate Declaration of Major/Minor
(Supersedes AA 2007-02 and AA 2007-19)

Overview

1.0 Students should make timely decisions about their major/minor in order to lock in their specific degree requirements and insure timely completion of graduation requirements.

2.0 Departments can track the progress for students who have declared majors and minors and provide proactive and instructive advisements to the declared students.

Policy

3.0 Students who have a total of 60 units completed must have declared a major before they may register for the next term.

4.0 Students who wish to change their majors or minors, or add a major or minor, may do so up to the time they have completed 90 units.

5.0 After completing 90 units, students must consult the necessary departments and petition for exception in order to change or add majors or minors. Students changing options or concentrations within a major must obtain department approval but do not need a petition.

6.0 The University Advisement Center has the responsibility of advising undeclared students and educating them to make careful yet timely decisions about their choice of major/minor, including referral to appropriate career services when necessary.

7.0 Academic departments and college-based advisors have the responsibility of educating students regarding degree requirements including the selection of a minor where required.

Approved: Dr. Michael E. Spagna, Provost and Vice President for Academic Affairs
Date: November 20, 2017