

Academic Affairs Manual

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Subject: Undergraduate Declaration of
Major/Minor

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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.