

# Declaration of Major Policy

## I. Definition of Major Status:

- A. **Declared Major:** A designation for an undergraduate student who has been accepted into a major program.
- B. **Undeclared Major:** A designation for an undergraduate student who has not been accepted into a major program. Additionally, there are two subcategories of Undeclared Major status, which denote a student's interest in pursuing a specific major:
  - 1. **Pre-Major:** A designation for undeclared undergraduate students intending to pursue a major that is not impacted, but for which there are specified pre-requisites as defined by their academic department/program. These students may declare or be assigned major status upon admission to the university or by the department/program of their intended major after completing specified pre-requisites as defined by their academic department/program.
  - 2. **Expressed Interest:** A designation for undeclared undergraduate students interested in pursuing an impacted major. These students, who may not declare or be assigned by the department/program of their intended major upon admission to the university, but rather must successfully complete any specified pre-requisites and a supplemental admissions process in order to be formally admitted to the major/program. Because the number of spaces available in an impacted major are limited, completion of pre-requisites and submission of the supplemental application does not guarantee admission to the major program.

## II. Process and Unit Maximum for Declaring a Major

- A. Undeclared lower division students, including those with an Expressed Interest and lower division transfer students, are required to submit a declaration of major form by the time they have completed 60 units; failure to do so will result in a hold on subsequent registration.
- B. Undeclared upper division transfer and returning students, including those with an Expressed Interest, are required to submit a declaration of major form prior to registration for their second semester; failure to do so will result in a registration hold.
- C. A student petition to change or to add a major, minor or certificate in a non-impacted program shall be approved if the cumulative total number of units required for the student to complete the degree does not exceed 150 units.

1. The cumulative total number of units includes previously completed units, units the student is currently enrolled in at the time of the petition, as well as all additional units required to complete all programs the student is pursuing.
2. The cumulative total number of units does not include lower division units transferred from other institutions in excess of 70 units; units earned by Advanced Placement, International Baccalaureate, other external exams; military credit, pre-baccalaureate unit credit, or unit credit by examination.
3. When such a petition is submitted for a student who has accumulated 120 units of credit towards graduation, a plan to graduate shall be developed with the advisor. This plan must be approved at the department level, and submitted to the Dean of the college (or their designee) who will review all materials as part of the process for the change or addition of major, minor, or certificate.

### **III. Role of Department/Division/Program Chairs or Directors**

- A. Department/Division/Program Chairs or Directors are required to admit all undergraduate students into a non-impacted major, concentration, minor, or certificate program without an established pre-major if the total cumulative units required for the student to complete their degree does not exceed 150 units.
- B. Department/Division/Program Chairs or Directors may choose to decline admission to students if the total cumulative units required to complete the degree exceeds 150 units. Students may appeal a negative decision to the Dean of Undergraduate Studies.

### **IV. Implementation of the policy:**

- A. The 60 units of coursework identified above shall include only those courses that carry unit credit toward the degree. (This excludes, therefore, remedial courses and courses taken at non-accredited institutions.)
- B. It is recognized that the 60 unit declaration of major requirement is for an initial declaration of major only; students still have the option of changing their major after completion of 60 units as described above.
- C. The Academic Advising Center shall have responsibility for placing and removing the registration holds specified above.
- D. Students wishing to add into a non-impacted major without pre-major criteria may do so by meeting with an academic advisor and Department/Division/Program Chair for the major they are seeking to add and completing with them the Declaration/Change of Major form.
- E. Designation of an Expressed Interest does not constitute declaration of a major. If, under the time and unit requirements listed in this policy, an Expressed Interest student has not been accepted into the identified Expressed Interest major program,

the student may retain the Expressed Interest status with the recommendation of the Impacted Program or the Academic Advising Center each semester. If the Expressed Interest student does not receive the recommendation to retain the Expressed Interest status, then the student must visit the Academic Advising Center to formulate an alternative major plan.

- F. If, under the time and unit requirements listed in this policy, a Pre-Major student has not yet met the requirements for entering the major, the Pre-Major student may retain the Pre-Major status with the recommendation of the Major Department each semester.
- G. Students are encouraged to seek academic advising early in their career, especially with respect to disciplines that have pre-majors or other pre-requisites.
- H. Earlier declaration of a major is encouraged.

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