

Please submit completed form to the University Registrar Service Windows, Student Services Center, Joyal Administration Building, North Lobby.

Part I - Student Selection (Please print legibly)

Name: _____ ID Number: _____
Last First

Campus Email Address: _____ Phone Number: _____

Have you applied for graduation? Yes No (If you answered "yes", submit completed form Undergraduate Degree Evaluations, Joyal Administration Building, Room 115.)

Section A:

Deleting a minor or second major does not require department approval or signatures.

- Delete 2nd Major _____
- Delete Minor(s) _____

Section B: (Pick one - Only one action per form in Section B)

Department Advisor and Chair signatures are required for each request in this section. If the new academic plan will exceed the 144 units earned (UE), approval from the Dean of Undergraduate Studies is required (Section D).

- 1. Declare My Major New Major: _____ Option: _____
- 2. Change My Major New Major: _____ Option: _____
- 3. Change My Major Option Major: _____ New Option: _____
- 4. Add a Second Major New Major: _____ Option: _____
- 5. Add a Minor New Minor: _____
- 6. Add a Second Minor New Minor: _____

Student Signature _____ Date _____

Part II - Department Review

Section C:

- 1. Cumulative GPA: _____ 2. Current Units Earned (UE): _____
- 3. Anticipated number of units the student will complete with academic plan change: _____
- 4. Total number of semesters to complete **current** academic plan: _____
- 5. Total number of semesters to complete **new** academic plan: _____

I advised student regarding major and/or minor requirements and reviewed policy (on reverse side) to assure student meets requirements for the academic plan change.

Advisor's Signature (New Dept.) _____ Print Name _____ Date _____

Approved Denied _____
Chair/Program Coordinator, Signature Print Name Date

Section D:

If the new academic plan exceeds 144 units (UE), student must obtain signature from the Dean of Undergraduate Studies.

Approved Denied _____
Dean of Undergraduate Studies Signature Date

For Office Use Only

Plan Code: _____ Updated by: _____
 Date: _____

Undergraduate Policies and Procedures Majors and Minors

Maximum Number of Majors and Minors

A student may earn a maximum of two majors and two minors as long as all work can be completed within 144 earned units. If a degree requires more than 120 units, students must be able to complete the second major and any additional minors within 24 units beyond the number of units required for the larger unit degree. A student will be allowed 54 high school Advanced Placement (AP) and other similar units (IB and CLEP) in addition to the maximum of 144 earned units.

Exceeding Maximum Units

If student will exceed 144 earned units by the time of degree completion with major change and/or addition of major/minor, this form must be accompanied by a graduation plan, must provide reason for change (use separate sheet of paper), and submit to Dean of Undergraduate Studies for review. All requests are subject to approval.

Declaring a Major

Students who start as freshmen must declare a major approved by the department by the end of the semester in which they complete a total of 60 earned units (includes AP and other similar units). Transfer students must declare a major approved by the department prior to registering for their second term. Students who have not declared a major by the relevant deadline will have a registration hold placed and will not be able to register for courses until they declare a major.

Adding a Second Major

Students who wish to declare a second major must submit a graduation plan approved by the department offering the second major which demonstrates that all degree requirements for both majors (and minors, if any) can be completed within 144 earned units. Students may not add a second major after completing the requirement for their first major unless students have not exceeded 120 earned units at the time of declaration.

Changing Major

Student requests to change a major must be approved by the department of the new major/option indicating that the student has been advised. If the student has 90 or more earned units at the time of applying for major change, the request to the new department must be accompanied by a plan demonstrating that the new major can be completed within 144 earned units.

Adding a Minor

Students can add a minor only if they can complete both their major and the minor within 144 earned units. Students may declare a minor by completing the appropriate form and receiving advising and approval by the Department offering the minor.

Changing a Minor

Students may drop their current minor at any time. They may add a minor as long as they satisfy the policies and procedures for adding a minor.