



Policy: Declaration or Change in Major or Program

Effective: June 1, 2019

Policy Type: Administrative

Responsible Department: Registrar's Office

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**Policy:** In order to facilitate accurate advising and assure fulfillment of degree-program requirements, students should formally declare or change their major(s) and minor(s) through the Registrar's Office.

### **Undergraduate**

- 1.0 Students may add or drop a major or minor using the form provided by the Registrar's Office.
- 2.0 Undergraduate students must indicate the type of degree they are pursuing (e.g., BA, BS).
- 3.0 Some programs, such as programs in School of Education, Nursing, and the Engineering Program, may have additional policies regarding declaring a major or admission to a program. Students should discuss program-specific policies with their academic advisors or consult that department's program materials for additional information.

**Change of Major** forms for undergraduate students and **Change of Program** forms for graduate students are available online and in the Registrar's Office.

### **Revision Process and History**

- All revisions to the policy must be approved by the Provost Council.

Date	Description of Revision
05-14-2019	Transferred policy to new policy template