



California State University Monterey Bay

100 Campus Center Seaside, CA 93955-8001

Declaration of Major and Minor Programs Policy

1.00 Purpose

The purpose of this policy is to establish the guidelines for declaring major and minor undergraduate programs, thereby facilitating timely progress to degree completion.

This policy is intended to reflect the University's commitment to the principles, goals, and ideals described in the CSUMB Founding Vision and to its core values.

2.00 Major Degree Program Declaration

Per CSU Executive Order 563 and the California State University Enrollment Management Policy and Practices, students requesting to declare or change their major to an impacted program must be evaluated according to that program's supplemental admission criteria. The CSUMB Office of Admissions will publish on its website the minimum criteria that must be met for CSUMB students to transfer into each of its majors, including additional criteria for those majors that have been designated as impacted.

2.10 Declaration of Major

Students may declare their majors at any time after being enrolled and before the completion of 60 units. Student requests to declare a major after being admitted must be approved by the assigned major advisor. Upper division transfer students and second baccalaureate students must declare a major during the CSUMB application process.

A student who has earned 60 units and has not declared a major shall have an administrative hold put on his or her registration, and as such will not be able to register for courses until the student has met with an academic advisor and received approval from the major advisor to declare a major.

Some degree programs may have additional requirements for declaring a major, as identified in the University Catalog.

2.20 Change of Major

A student may change a major at any time after the start of the student's first semester; however, any student seeking to do so must be able to complete all requirements of the new major within a maximum of 144 units (120% of the required units for the degree). Student requests to change a major must be approved by the new major advisor. If the student has earned 90 or more units, the request must also be approved by the AVP for Academic Programs and Dean of University College and Graduate Studies (hereafter: AVP for Academic Programs). Requests to change majors if the student has earned 90 or more units must be accompanied by an academic advisor-approved

educational plan demonstrating that the requirements of the new major can be completed within 144 units.

Some degree programs may have additional requirements, as identified in the University Catalog.

2.30 Declaring a Second Major

Students may declare a second major (i.e., a double major) only if they can complete the requirements for both majors within 144 units. Students must have a minimum cumulative GPA of 2.5 to add additional degree objectives, unless approved by the advisor for their current primary academic program. Students may not declare a second major after completing the requirements of their first major.

Student requests to declare a second major must be approved by advisors of both majors. If the student seeking to declare a second major has 90 or more earned units, the request must also be approved by the AVP for Academic Programs. All requests to declare a second major must be accompanied by an advisor-approved educational plan demonstrating that the additional major requirement can be completed within 144 units. When a student completes two majors, both majors will be documented on the transcript, and appropriate diploma(s) will be issued.

For majors leading to a Bachelor of Arts, 24 units (of which at least 12 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements for one major. Units completed in addition to the 24 units may be used for fulfillment of the requirements of the second major (i.e., double counted).

For majors leading to a Bachelor of Science, 36 units (of which at least 18 units are upper-division and taken in residence at CSUMB) shall only be used for fulfillment of the requirements of one major. Units completed in addition to the 36 units may be used in fulfillment of the requirements of the second major (i.e., double counted).

3.00 Minor Degree Program Declaration

3.10 Declaration of Minor

Students may declare a minor at any time before filing for graduation, so long as they can complete the major and minor within 144 units. Student requests to declare a minor must be approved by the academic advisor of the minor.

Students shall not declare minors in the same discipline as their majors.

Twelve of the units for the minor, of which at least 6 units are upper-division, may not double-count for the student's major or another minor.

3.20 Change of Minor

Students may change their minors at any time, so long they are able to complete the new minor(s) and the declared major within 144 units. Student requests to change a minor must be approved by the academic advisors of the major and the minor.

3.30 Drop of Minor

Students may drop a minor at any time before filing for graduation. Students who have already filed for graduation who wish to drop their minors shall contact the Office of the Registrar. Unfulfilled requirements for a minor may delay award of a degree or may result in being administratively dropped from the minor.

4.00 Appeal Process

Students requesting an exception to the requirements established in this policy shall file a Petition for Exception to University Policy. The petition must include a rationale and an advisor-approved plan to graduate. Petitions will be reviewed by the AVP for Academic Programs, in consultation with the appropriate College Dean or designee. The decision of the AVP for Academic Programs is final.

5.00 Continuous Renewal

This policy shall be reviewed ten years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time as necessary.



President Eduardo M. Ochoa

Effective Date: *June 12, 2019*

Certification of Process

Reviewed by: Matriculation Committee, Academic Affairs, Associated Students, ASEC, Educational Planning and Policy Committee, Academic Senate, Enrollment Services & Student Affairs Leadership Team, Policy Facilitation Team, and Provost.

Memorandum from Policy Facilitation Team

To: President Eduardo M. Ochoa

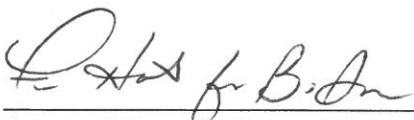
Date: May 22, 2019

Subject: Policy Recommendation

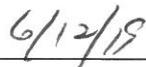
From: Provost Bonnie Irwin

Policy: Declaration of Major and Minor Programs Policy

As our campus as a whole, and several specific degree programs, are now recognized as being 'impacted' by the Chancellor's Office, this policy required revision to ensure that matriculated students who attempt to switch to an impacted major are held to the same additional program-level admission criteria as are the applicants.



Provost Bonnie D. Irwin



Date