

## **UNDERGRADUATE POLICIES AND PROCEDURES MAJORS AND MINORS**

California State University, Fresno values, supports and encourages students to obtain a diverse and broadly-based education. This policy specifies the number of majors and/or minors an individual student may earn, establishes policy regarding declaration of majors and minors, and provides for administrative graduation.

### **Maximum Number of Majors and Minors**

A student may earn a maximum of two majors and two minors so 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.

### **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 plan approved by the department offering the second major which demonstrates that the new major can be completed within 144 units. Students may not add a second major after completing the requirements 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, the request must be accompanied by a plan demonstrating that the new major can be completed within 144 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, if required, by the Department. If the student has 90 or more earned units, the request must be approved by the Department offering the minor indicating the student has been advised.

### **Changing a Minor**

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

### **Earning a Major and Minor or More than One Minor from the Same Department**

Departments may offer a major and a minor to the same student, or more than one minor to the same student only if the major and minor(s) are associated with different academic degree programs. Note that different options in the same degree program are not considered different academic degree programs for this policy.

### **Satisfactory Progress**

Students who have completed more than 130 earned units must complete and follow a graduation plan. Upon review by the Dean of Undergraduate Studies, students who do not follow their graduation plan may be disqualified from the University for failure to make satisfactory academic progress.

### **Administrative Graduation**

Students who accumulate over 144 earned units may be graduated administratively if they have completed any major, whether or not they have declared that major. Enrollment beyond the 144 units will be restricted to (a) courses required to graduate in the major for which the student has accomplished the highest percentage of requirements, (b) a limited number of pre-requisite courses for graduate study, and (c) coursework toward a declared second major where the student requires no more than three courses to complete this educational goal. The chair of the program or programs where a student is facing administrative graduation and enrollment restrictions will be notified and may appeal this decision to the Dean of Undergraduate Studies on a case by case basis.

### **Appeals Process**

Students who wish to appeal a decision relative to above sections on changing of a major or minor, satisfactory progress, or administrative graduation shall follow the procedures of an appeal to the Academic Petitions Committee. Students will be given adequate notice of any of the actions outlined above in time to appeal the decision before implementation. Students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the Academic Petitions Committee to change majors even though they may need to exceed the 144 unit limit to complete their new major.

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Recommended by the Academic Senate  
Approved by the President

November 7, 2011  
December 22, 2011