

Admissions and Records

(559) 278-2261

PART I - STUDENT

Name: _____
Last First MI

Student ID #: _____ Phone #: _____ Campus E-mail: _____

PART II - ACTION

MAJOR

(maximum two majors)

MAJOR - Change

2nd MAJOR ONLY - Add or Delete

Old Major _____ BA or BS Add 2nd Major _____ BA or BS
Name of Major (Circle One) Name of Major (Circle One)

New Major _____ BA or BS Delete 2nd Major _____ BA or BS
Name of Major (Circle One) Name of Major (Circle One)

Indicate option if applicable: _____

MINOR

(maximum two minors)

Add 1st Minor _____ Delete Minor _____
Name of Minor Name of Minor

Add 2nd Minor _____
Name of Minor

NOTE: Adding or changing a minor does not require a signature, unless specified by the department.

PART III - DEPARTMENT ADVISOR/DESIGNEE

Declaring a major or adding a second major must be approved by the new Department.

- Faculty advisor/departmental designee has advised student regarding major requirements.
- Faculty advisor/departmental designee has reviewed policy on the reverse side and acknowledges that student meets requirements for major change/adding second major.

Signature _____
Faculty Advisor/Dept. Designee Date

PART IV - STUDENT

After the form is completed and signed, return it to the Admissions and Records Service Windows,
Joyal Administration Building, North Lobby.

However, if you have applied for graduation, turn this form in to the Evaluations Office, Joyal Room 115.

For Office Use Only

Major Code: _____ Entered 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 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 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, 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.