



## **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.

#### **Exceeding Maximum Units**

If student will exceed 144 units, with change and/or addition of major/minor, this form must be accompanied by 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 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 to the new department must be accompanied by a plan demonstrating that the new major can be completed within 144 units. If you are exceeding 144, the plan and request to change major or minor must be reviewed by Dean of Undergraduate Studies. Subject to approval.

#### **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 new minor as long as they satisfy the policies and procedures for adding a new minor.