

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

Indicate option if applicable: \_\_\_\_\_

#### MINOR

(maximum two minors)

Add 1st Minor \_\_\_\_\_  
Name of Minor

Delete 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.