

Major Declaration Policy

Policy

All L&S undergraduate students are required to declare a major or be admitted into a program before or upon the completion of 86 credits (including credits from transfer, AP, test, study abroad, or retro-credits).

If an undeclared student has completed 86 credits, a registration hold will be placed on the student's record. This prevents the undeclared student from registering for additional classes until the student declares a major. To clear this registration hold, undeclared students must either declare a major or consult with an academic advisor or an assistant dean. Students who demonstrate reasonable academic progress toward declaring a major can be allowed to continue for another semester even if they are not able to declare a major immediately.

The effective date of major declaration determines the major requirements to be completed. Students may have as many majors as they wish, but they must complete the Major/Certificate Declaration form for each major. They must also complete the Major/Certificate Declaration form if they want to cancel any major or certificate they do not wish or plan to complete.

Reason For Policy

Major declaration has benefits that are critical to student success. Students with majors:

- Can plan for timely graduation, which uses their resources wisely. Graduating on time lowers the overall cost of education and allows students to pursue their next life goals.
- Connect to the major department, gaining access to departmental advising resources, faculty contacts, and courses limited to majors.
- Connect with other students who are pursuing similar academic interests.
- Get timely and important information about the major (advising hours and workshops, upcoming courses, social events, student groups, speakers, opportunities, etc.).
- "Lock in" major requirements, so if those requirements change, students are held to the rules in place when they declared.

Declaring a major is an essential part of a student's academic career, and is integral to timely graduation; the great majority of students *do* declare their majors by the time they earn 86 credits. This policy is intended to help undeclared students reach out to advisors, so they find majors that suit their talents and interests. This policy is also intended to make the best use of both student and university resources, to help students and their advisors create a plan for academic success and timely graduation.

How to Declare and Cancel a Major

Students must declare a major through the department administering that program. Students should request a Major/Certificate Declaration form from the academic department/unit administering the major. This form should be completed by the student and left at the department office administering the major. If a student decides to change his/her major later, the student should return to that department office and cancel his/her major.