Committee Report of Adoption of Policy Recommendation

Date: April 12, 2010
To: Jennifer Matos, Faculty President
From: Educational Policies Committee
By: Cynthia Rawitch

Name of proposed policy: Major and Minor Policy

At its meeting on March 10, 2010 the Educational Policies Committee adopted a policy recommendation by passing the following motion:

MSP:

Current policy or catalog copy:

Majors and Minors
All students must declare a major by the time they complete 60 units. Students who have not declared a major by this time will have a registration hold placed on their records until they declare a major. Contact the Advising Resource Center/EOP for assistance in selecting a major. These holds will be reviewed daily and the hold released for any student who declares a major.

Double Majors: Students may complete two majors, either within the single designation Bachelor of Arts or Bachelor of Science or from majors in different, non-matching degree programs. When a student completes two majors, both majors will be recorded on the diploma. Appropriate department-approved coursework taken to satisfy the requirements for one major may also be used to satisfy requirements in the second major.

Minors: Although a minor is not required for a baccalaureate degree, many students elect a minor to strengthen preparation in areas related to the major field or to career choices. Students may, in conjunction with a CSUN bachelor’s degree program, elect to complete the requirements for one or more minors which have been approved and are listed in the catalog. A minor departmental evaluation must be presented to the Office of the Graduation Evaluators for each minor desired. Students changing their minors after their minor departmental evaluations have been submitted to the Office of Admissions and Records should be aware that they may be required to complete the minor requirements in effect at the time of change. The completion of a minor will be indicated on the transcript at the time of graduation when all degree requirements are met. Interested students should consult an advisor in the department offering the minor of their choice.

Guidelines for Minors:
1. The minimum number of units required in a minor program is 18; the minimum number of Upper Division units required in a minor program is 8. A minimum of 6 units of Upper Division work must be taken in residence at CSU Northridge.
2. Awarding a Major and Minor or More than One Minor from the Same Department to the Same Student: 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. Exceptions to this policy require the approval of the Educational Policies Committee. Note that different options in the same degree program are not considered different academic degree programs for this policy.

3. Restrictions against overlapping credit in the General Education program are not applicable to courses in the minor program.

4. A minor departmental evaluation must be presented to the Office of Admissions and Records for each minor desired.

5. Failure to complete a declared minor program may delay a student from obtaining a bachelor’s degree. Contact Graduation Evaluations in Bayramian Hall 150 or (818) 677-3781.

6. The minor is recorded on the student’s CSU Northridge transcript but is not indicated on the diploma.

**Change of Major or Minor:**
The major under which students enter the University is their official major. Undergraduate students in good standing, enrolled or on official leave may, with prior departmental approval, change their major and/or minor when they consider it to be in their best educational interest. Students changing their major or minor fields of study, and students changing from undeclared or undecided majors to decided majors, should be aware that they may be required to complete the major/minor requirements in effect at the time of change.

A request for a change of major or minor cannot be officially recognized without departmental approval and submission of the Application for Change of Undergraduate Major or Minor form to the Office of Admissions and Records. The form and procedural information may be obtained at the Office of Admissions and Records.

In order to have a new major reflected on the Registration packet for the Fall semester, students must submit their change of major by the end of the third week of March. The deadline to file a major change for the Spring semester is the end of the first week of October.

Students who plan to enter an impacted major during a given semester must file their application no later than the end of the fourth week of instruction, in the preceding semester. A change to an impacted major will not be indicated on the student’s file until the student has officially been admitted to the new major department. Graduate students follow a separate procedure which is outlined under Change of Objective in the Graduate Programs section of the catalog.

Students considering changing their minors should review the Guidelines for Minors.
Proposed policy or catalog copy (revised on April 2, 2010 per discussion at Senate Exec on April 1, 2010). The catalog copy related to Majors and Minors printed on page 20 of the 2008-2010 Catalog will be removed entirely. However, the catalog copy used in this memo is from pages 38 and 39.

MAJORS AND MINORS

Maximum Number of Majors and Minors:

A maximum of up to two majors and up to two minors is permitted, provided all work can be completed within 140 units. A major and an honor’s major in the same program are considered to be a single major. Exceptions to the 140-unit completion rule can be made for CSUN bachelor’s degrees that require more than 120 units to complete. Students who receive an exception must be able to complete the second major and any additional minors within 20 units beyond the number of units required for the bachelor’s degree in their first major.

Majors and Minors Declaring a Major:
All students who start at CSUN must declare a major by the time they complete completion of 60 units. Student requests to change their major from Undecided or Undeclared to a decided major must be approved by the department chair of the new major. Transfer students must declare a major in their transfer application. Students who have not declared a major by this time will have a registration hold placed on their records until they declare a major. Students who have earned 60 units and have not declared a major will have a registration hold placed on their ability to register for the following semester’s courses. Contact the Advising Resource Center/EOP for assistance in selecting a major. These holds will be reviewed daily and the hold released for any student who declares a major. These students will not be able to register for courses until they declare a major. Note: Courses numbered below the 100 level do not count toward the 60 units. Advanced Placement (high school) units do count toward the 60 units.

Double Majors: Adding a Second Major:
Students can add a second major (double major) only if they can complete both majors within 140 units. Students may not add a second major after completing the requirements for their first major. Student requests to add a second major must be approved by the Department chairs of the existing major and the second major. If the student seeking to add a major has 90 or more earned units, the request also must be approved by the associate dean of the new major. All requests to add a second major must be accompanied by a plan demonstrating that the additional major can be completed within 140 units. Students may complete two majors. The two majors can be either within the single designation Bachelor of Arts or Bachelor of Science or from majors in different, non-matching degree programs. When a student completes two majors, both majors will be recorded on the diploma. Appropriate department-approved coursework taken to satisfy the requirements for one major may also be used to satisfy requirements in the second major.

Changing Major or Option:
Students seeking to change majors/options must be able to complete the new major/option within 140 units. Student requests to change a major/option must be approved by the Department chair of the new major/option. If the student has 90 or more earned units, the request also must be approved.
by the associate dean of the new major/option. Requests to change majors or options must be accompanied by a plan demonstrating that the new major/option can be completed within 140 units.

**Minors: Adding a Minor:**
Although a minor is not required for a baccalaureate degree, many students elect a minor to strengthen preparation in areas related to the major field or to career choices. Students may, in conjunction with a CSUN bachelor’s degree program, elect to complete the requirements for one or more minors which have been approved and are listed in the catalog. A minor departmental evaluation must be presented to the Office of the Graduation Evaluators for each minor desired. Students changing their minors after their minor departmental evaluations have been submitted to the Office of Admissions and Records should be aware that they may be required to complete the minor requirements in effect at the time of change. The completion of a minor will be indicated on the transcript at the time of graduation when all degree requirements are met. Interested students should consult an advisor in the department offering the minor of their choice.

Students can add a minor only if they can complete both their major and the minor within 140 units. Student requests to add a minor must be approved by the Department chair of the new minor. If the student has 90 or more earned units, the request also must be approved by the associate dean of the new minor. Requests to add a minor must be accompanied by a plan demonstrating that the minor can be completed within 140 units.

**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. Departments seeking exceptions to this policy require the approval of the Educational Policies Committee. Note that different options in the same degree program are not considered different academic degree programs for this policy.

**Transfer Units:**
When computing the earned unit limits on adding majors and minors, a maximum of 70 community college transfer earned units or a maximum of 90 four-year college/community college combination transfer earned units will be counted.

**Administrative Graduation:**
Upon review by the Office of Undergraduate Studies, students who accumulate over 140 earned units may be graduated administratively if they have completed any major, whether or not they have declared that major. Enrollment beyond the 140 units will be restricted to courses required to graduate in the major for which the student has accomplished the highest percentage of requirements.

**Appeals Process:**
Students who wish to appeal this policy or a related decision can apply to a University Appeals Board composed of associate deans, a representative of Undergraduate Studies and a faculty
member selected by the Faculty President. For example, students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the University Appeals Board to change majors even though they may need to exceed the 140-unit limit to complete their new major.

Guidelines for Minors:
1. The minimum number of units required in a minor program is 18; the minimum number of Upper Division units required in a minor program is 8. A minimum of 6 units of Upper Division work in the minor must be taken in residence at CSU Northridge.
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3. Restrictions against overlapping credit in the General Education program are not applicable to courses in the minor program.
4. A minor departmental evaluation must be presented to the Office of Admissions and Records for each minor desired.
5. Failure to complete a declared minor program may delay a student from obtaining a bachelor’s degree. Contact Graduation Evaluations in Bayramian Hall 150 or (818) 677-3781.
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Students considering changing their minors should review the Guidelines for Minors.
Summary of approvals needed for adding or changing majors, minors and options.

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