

## Change of Minor for Currently Enrolled Undergraduates

Currently enrolled students may change their minor (plan) with departmental approval. Carefully review the University policy on page 2 of this form prior to submitting a **Change** or **Declare** Minor request to Admissions and Records. *Note: If your request is approved, you MUST enroll only in the courses needed to complete the remaining requirements or this approval may be revoked.*

**Section A** - All students must complete Section A. Use your **Degree Progress Report (DPR)** and the CSUN catalog to determine the units requested.

**Section B** - Students with **75 units** or more completed must also complete Section B.

**Section C** - Students seeking only to remove a minor should complete Section C.

Students with **90 units** or more completed must also obtain the Associate Dean's approval.

### SECTION A (Print Clearly)

Name _____	CSUN ID number _____
Message phone number _____	Email address _____
Have you applied for graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Anticipated graduation term _____
Current major _____	Anticipated graduation term with new Minor _____
Total number of degree units earned (from DPR) _____	Number of units currently <b>In Progress</b> _____
<input type="checkbox"/> I would like to declare a Minor in _____	
<input type="checkbox"/> I would like to <b>CHANGE</b> my current Minor FROM _____ TO _____	
<input type="checkbox"/> I would like to <b>ADD</b> a second Minor in _____	

### SECTION B (Consult with an advisor to assist you in determining the information for this section, after you have reviewed your DPR and MAP.)

Number of degree units earned (from DPR) _____	After units <b>In Progress</b> are completed, how many more units will it take to: _____
Number of units currently <b>In Progress</b> _____	Complete the new minor (or 2nd minor) including prerequisite units _____
Does your proposed <i>new minor</i> have any prerequisite units that you have NOT yet completed other than units In Progress? <input type="checkbox"/> Yes <input type="checkbox"/> No	Complete the remaining General Education requirements _____
If yes, how many prerequisite units will you need? _____	Complete the current minor requirement (if adding a 2nd minor) _____
	Complete the current major(s) _____
	<b>Total:</b> _____

### SECTION C

Remove Minor in: \_\_\_\_\_

### OFFICE USE ONLY

#### Program/Department Chair Authorization:

Approve <b>Declaration of</b> Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Approve <b>CHANGE</b> of current Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Approve <b>ADD</b> a second Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No	Minor Code _____	Catalog Year _____
Chair/Designee of new Minor _____ <small>Print Name</small>	Chair/Designee of new Minor _____ <small>Signature</small>	
Date _____	Comments _____	

#### Associate Dean Authorization:

Approved  Yes  No

Assoc Dean of new Minor _____ <small>Print Name</small>	Assoc Dean of new Minor _____ <small>Signature</small>
Date _____	Comments _____

**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 honors 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.

**Declaring a Major:**

Students who start at CSUN must declare a major by the completion of 60 units. Students who are currently Exploratory (formerly Undecided or Undeclared) and wish to declare a major must have the major approved by the department chair of the new major. Transfer students must declare a major in their transfer application. 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. 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.

**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. When a student completes two majors, both majors will be recorded on the diploma. Courses taken to satisfy the requirements for one major may be double counted if they 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.

**Adding a Minor:**

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:**

Students may earn a major and a minor from the same department, or more than one minor if the major and minor(s) are associated with different academic degree programs. 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.

**Appeals Process:**

Students for whom a request for Change of Major or Minor has been denied may appeal the decision by applying to the Majors/Minors Appeals Board composed of an associate dean, a representative of Undergraduate Studies, the AS President or designee, and two faculty members selected by the Faculty President. The appeal form may be obtained in UN 215.