

## **Major and Minor Policy**

(Approved May 25, 2010)

### **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 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 who wish to appeal this policy or a related decision can apply to a 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. For example, students who cannot complete their current major because of an inability to complete/pass a requirement may file a request with the Majors/Minors Appeals Board to change majors even though they may need to exceed the 140-unit limit to complete their new major.

**Summary of approvals needed for adding or changing majors, minors and options.**

	<b>Student has &lt; 90 earned units</b>	<b>Student has <math>\geq</math> 90 earned units</b>
<b>Add second major</b>	<b>Approval by dept chairs of both majors. Must complete within 140 units.</b>	<b>Approval by dept chairs of both majors and associate dean of second major. Must complete within 140 units.</b>
<b>Changing major/option</b>	<b>Approval by dept chair of new major/option. Must complete within 140 units.</b>	<b>Approval by dept chair of new major/option and associate dean of new major/option. Must complete within 140 units.</b>
<b>Dropping second major</b>	<b>Approval by dept chair of second major.</b>	<b>Approval by dept chair of second major.</b>
<b>Adding a first or second minor</b>	<b>Approval by dept chair of new minor. Must complete within 140 units.</b>	<b>Approval by dept chair of new minor. Must complete within 140 units.</b>
<b>Changing a minor</b>	<b>Approval by dept chair of new minor. Must complete within 140 units.</b>	<b>Approval by dept chair of new minor. Must complete within 140 units.</b>
<b>Dropping a minor</b>	<b>No approval required.</b>	<b>No approval required.</b>

**Implementation:**

EPC shall report to the Faculty Senate twice per semester during the 2010-2011 academic year on the impacts of this policy.