



**Date:** April 18, 2018  
**To:** Veena Prabhu, Chair, Academic Senate  
**From:** Paula Arvedson, Chair, EPC  
**Copies To:** C. Pugh, M. Hawley, M. Garcia  
**Subject:** Edits for Policy on Minors, Faculty Handbook, Chapter IV, Curricular Policies, Section Titled *Policy on Changing a Major or Declaring a Dual Major or a Minor*

The Office of Undergraduate Studies charged EPC with reviewing the policy on Minors with a goal for clarifying that policy. The EPC reviewed policies for minors from six other CSU campuses, two UC campuses, and one private university in making these changes. It was noted that the rest of "Policy on Changing a Major or Declaring a Dual Major or a Minor" had been reviewed and edited a year ago.

The following changes have been proposed:

- Line 20-21: Deleted because it is confusing when compared to the sentence just before it.
- Lines 23-24: Clarifies the focus of a minor while still giving academic control to the department creating the minor.
- Lines 26-28: Recognizes current computer limitations for implementation and requires the advisor for the minor to verify that the stated requirements have been met.

1 **Policy on Changing a Major or Declaring a Dual Major or a Minor**

2 (Senate: 2/17/81, 3/11/83[EA], 11/22/94, 7/11/06, 6/5/12, 5/20/14, 10/29/14 [EA], 5/9/17; President:  
3 4/20/81, 3/3/95, 8/3/06, 11/28/12, 6/26/14, 12/2/14, 5/30/17)

4 For information on declaring a major, please see the policy on the Timing of Undergraduate Advising.

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6 **Change of Major and Dual Major**

7 Students may change their major or declare a second major provided that they can complete the new  
8 major or second major in no more than 120% (144 units for a standard 120-unit program) of the units  
9 required for the student's current baccalaureate degree counting only degree eligible units. Students  
10 should be made aware that a change of major or the addition of a second major will require adjustments  
11 be made to their degree plan and may delay graduation.

12 **Multiple Majors and/or Degrees**

13 Students may earn more than one baccalaureate degree, (e.g., two B.A. degrees, or both a B.A. and a  
14 B.S. degree). The degrees will be posted when requirements for both degrees are met. Students may  
15 also earn a baccalaureate degree and a graduate degree, (e.g., B.S. and M.S. degrees) through select  
16 integrated degree programs. In such programs, degrees are awarded when the requirements for both the  
17 bachelor's and Master's degrees are met. Both degrees are awarded at the same time.

18 **Minors**

19 Although not required for a baccalaureate, minors are available in many fields that will help strengthen  
20 students' preparation in areas related to their major field or to career choices. A minor may not be taken  
21 in the same subject as the major. A minor consists of a formal aggregate of courses totaling 12 or  
22 more semester units. At least 9 semester units must be upper division and taken in residence at Cal  
23 State L.A. A MINIMUM OF 12 UNITS MUST BE DISTINCT FROM THE CORE REQUIREMENTS IN  
24 THE STUDENT'S MAJOR BUT MAY OVERLAP WITH THE ELECTIVES IN THE MAJOR. A minimum  
25 grade point average of 2.0 is required in the minor program. Students must get approval from an advisor  
26 in the minor department in order to declare a minor. IT IS ESSENTIAL THAT THIS ADVISOR VERIFY  
27 THAT THE COURSES USED TO SATISFY THE MINOR ARE ALIGNED WITH THE CRITERIA STATED  
28 ABOVE. The minor field will be noted on the student's transcript and on the student's diploma if the

29 individual program has been approved by the offering department/division/school and is completed at the  
30 same time as or prior to the work for the degree itself.

31 **Maximum Number of Majors and Minors**

32 It is expected that students will complete study toward their baccalaureate degree in no more than 120%  
33 (144 units for a standard 120-unit program) of the units required by their primary degree program,  
34 including a second major or any minors. Undergraduates may declare up to (a) two majors without a  
35 minor (b) one major and two minors.

36 With the approval of the proposed department(s), students wishing to exceed the unit limit that would  
37 result from changing majors, adding a second major, or exceeding the maximum number of majors and  
38 minors may petition the Dean of Undergraduate Studies for approval.