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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

Date: February 24, 2020

To: Veena Prabhu, Academic Senate Chair

From: Arash Jamehbozorg, Educational Policy Committee Chair

Copies: R. Roquemore, M. Hawley, C. Pugh

Subject: Proposed Policy Modification: Policy on Changing a Major or Declaring a Dual Major or a Minor from Chapter IV of the Faculty Handbook (EPC 19-23)

Policy on Changing a Major or Declaring a Dual Major or a Minor is merged with the Timing of Undergraduate Advisement Policy as a new policy according to the EPC 19-21 memo. The only language kept here are lines 17-27, where it defines the requirements for minors. The name of the policy is changed to reflect the change accordingly.

1 **DEFINITION, PHILOSOPHY, AND CRITERIA FOR MINORS**

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

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

4 **Change of Major and Dual Major**

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

10 **Multiple Majors and/or Degrees**

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

16 **Minors**

17 Although not required for a baccalaureate, minors are available in many fields that will help strengthen
18 students' preparation in areas related to their major field or to career choices. A minor consists of a
19 formal aggregate of courses totaling 12 or more semester units. At least 9 semester units must be
20 upper division and taken in residence at Cal State L.A. A minimum of 12 units must be distinct from the
21 core requirements in the student's major but may overlap with the electives in the major. A minimum
22 grade point average of 2.0 is required in the minor program. Students must get approval from an advisor
23 in the minor department in order to declare a minor. It is essential that this advisor verify that the
24 courses used to satisfy the minor are aligned with the criteria stated above. The minor field will be noted

25 on the student's transcript and on the student's diploma if the individual program has been approved by
26 the offering department/division/school and is completed at the same time as or prior to the work for
27 the degree itself.

28 **Maximum Number of Majors and Minors**

29 It is expected that students will complete study toward their baccalaureate degree in no more than
30 120% (144 units for a standard 120-unit program) of the units required by their primary degree
31 program, including a second major or any minors. Undergraduates may declare up to (a) two majors
32 without a minor (b) one major and two minors.

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