

**Part I - Student Selection**

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Have you applied for graduation?  Yes  No

If you answered "yes", submit completed form to Undergraduate Degree Evaluations @ ude115@mail.fresnostate.edu

**Section A:**

Deleting a minor, second major, or swapping double major order does not require department approval or signatures. (i.e. do not complete Section C &amp; D)

- Delete Major \_\_\_\_\_
- Delete Minor \_\_\_\_\_
- Swap Double Major Order  
New Primary: \_\_\_\_\_  
New Secondary: \_\_\_\_\_

**Section B:** (Pick one - Only one action per form in Section B)

Department Advisor and Chair signatures are required for each request in this section. If the new academic plan will exceed 144 units earned (UE), approval from the Dean of Undergraduate Studies is required (Section D).

- Declare My Major      New Major: \_\_\_\_\_      Option: \_\_\_\_\_
- Change My Major      New Major: \_\_\_\_\_      Option: \_\_\_\_\_
- Declare My Major Option      Major: \_\_\_\_\_      New Option: \_\_\_\_\_
- Add a Second Major      New Major: \_\_\_\_\_      Option: \_\_\_\_\_
- Add a Minor      New Minor: \_\_\_\_\_
- Add a Second Minor      New Minor: \_\_\_\_\_

Student Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Part II - Department Review****Section C:**

1. Cumulative GPA: \_\_\_\_\_
2. Current Units Earned (UE): \_\_\_\_\_ (Do not count AP, IB, CLEP units) See note\*
3. Anticipated number of units the student will complete with academic plan change: \_\_\_\_\_

 I advised student regarding major and/or minor requirements and reviewed policy (on reverse side) to assure student meets requirements for the academic plan change.

<input type="checkbox"/> Approved	_____	_____	_____
	Advisor's Signature (New Department)	Print Name	Date
<input type="checkbox"/> Denied	_____	_____	_____
	Chair's Signature (New Department)	Print Name	Date

**Section D:**If the new academic plan exceeds 144 units (UE), student must obtain signature from the Dean of Undergraduate Studies.

Approved      \_\_\_\_\_      \_\_\_\_\_

Denied      \_\_\_\_\_      \_\_\_\_\_

Dean of Undergraduate Studies Signature      Date

**For Office Use Only**

Plan Code: \_\_\_\_\_

Updated by: \_\_\_\_\_

Date: \_\_\_\_\_

## **Undergraduate Policies and Procedures Majors and Minors**

### **Newly Admitted Students and Returning Admitted Students (First Semester)**

A change of major is not allowed during the application and admission review process. Students can request a change of major after the 20th day of instruction (census day). [Click here for dates.](#)

### **Maximum Number of Majors and Minors\***

A student may earn a maximum of two majors and two minors as long as all work can be completed within 144 earned units. If a degree requires more than 120 units, students must be able to complete the second major and any additional minors within 24 units beyond the number of units required for the larger unit degree. A student will be allowed 54 high school Advanced Placement (AP) and other similar units (IB and CLEP) in addition to the maximum of 144 earned units.

### **Exceeding Maximum Units**

If student will exceed 144 earned units by the time of degree completion with major change and/or addition of major/minor, this form must be accompanied by a graduation plan, must provide reason for change (use separate sheet of paper), and submit to Dean of Undergraduate Studies for review. All requests are subject to approval.

### **Declaring a Major**

Students who start as freshmen must declare a major approved by the department by the end of the semester in which they complete a total of 60 earned units (includes AP and other similar units). Transfer students must declare a major approved by the department prior to registering for their second term. Students who have not declared a major by the relevant deadline will have a registration hold placed and will not be able to register for courses until they declare a major.

### **Adding a Second Major**

Students who wish to declare a second major must submit a graduation plan approved by the department offering the second major which demonstrates that all degree requirements for both majors (and minors, if any) can be completed within 144 earned units. Students may not add a second major after completing the requirements for their first major unless students have not exceeded 120 earned units at the time of declaration.

### **Changing Major**

Student requests to change a major must be approved by the department of the new major/option indicating that the student has been advised. If the student has 90 or more earned units at the time of applying for major change, the request to the new department must be accompanied by a plan demonstrating that the new major can be completed within 144 earned units.

### **Deleting a Primary Major (Only applies to students with two majors)**

Students who request to have their primary major deleted will automatically have their second major default to their primary major.

### **Adding a Minor**

Students can add a minor only if they can complete both their major and the minor within 144 earned units. Students may declare a minor by completing the appropriate form and receiving advising and approval by the Department offering the minor.

### **Changing a Minor**

Students may drop their current minor at any time. They may add a minor as long as they satisfy the policies and procedures for adding a minor.