

1 The following is the amended document as per the Academic Senate's  
2 MSC of April 11 and 25, May 9, ~~and~~ Oct. 3, and October 17, 2011.

## 3 4 **UNDERGRADUATE POLICIES AND PROCEDURES**

### 5 **MAJORS AND MINORS**

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7 California State University, Fresno values, supports and encourages students to obtain  
8 a diverse and broadly-based education. This policy specifies the number of majors  
9 and/or minors an individual student may earn, establishes policy regarding declaration  
10 of majors and minors, and provides for administrative graduation.

#### 11 12 **Maximum Number of Majors and Minors**

13 A student may earn a maximum of two majors and two minors so long as all work can  
14 be completed within 144 earned units. If a degree requires more than 120 units,  
15 students must be able to complete the second major and any additional minors within  
16 24 units beyond the number of units required for the larger unit degree. A student will be  
17 allowed 54 high school Advanced Placement (AP) and other similar units (IB and CLEP)  
18 in addition to the maximum of 144 earned units.

#### 19 20 21 **Declaring a Major**

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

#### 28 29 **Adding a Second Major**

30 ~~Students seeking to add a second major must submit a plan approved by the~~  
31 ~~department offering the second major which demonstrates that the additional major can~~  
32 ~~be completed within 144 units. Students who have not yet achieved 90 earned units and~~  
33 ~~wish to declare a second major may complete the appropriate form to add a second~~  
34 ~~major, and receive advising if required by the Department. If the student has 90 or more~~  
35 ~~earned units, the request must be accompanied by a plan demonstrating that the new~~  
36 ~~major can be completed within 144 units.~~ Students may not add a second major after  
37 completing the requirements for their first major unless students have not exceeded 120  
38 earned units at the time of declaration and include with the second major request a plan  
39 approved by the department or program offering the second major which demonstrates  
40 the additional major can be completed within 144 units. When a student completes two  
41 majors, both majors will be recorded on the diploma. Appropriate department approved  
42 coursework taken to satisfy the requirements for one major may also be used to satisfy  
43 requirements in the second major.

47 **Changing Major**

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

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53 **Adding a Minor**

54 Students can add a minor only if they can complete both their major and the minor  
55 within 144 earned units. ~~Student requests to add a minor must be approved by the~~  
56 ~~department offering the minor indicating that the student has been advised. Students~~  
57 ~~may declare a minor by completing the appropriate form and receiving advising and~~  
58 ~~approval, if required, by the Department.~~ If the student has 90 or more earned units, the  
59 request must be ~~signed by the Department offering the minor indicating the student has~~  
60 ~~been advised, accompanied by a plan demonstrating that the minor can be completed~~  
61 ~~within 144 units.~~

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63 **Changing a Minor**

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

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67 **Earning a Major and Minor or More than One Minor from the Same Department**

68 Departments may offer a major and a minor to the same student, or more than one  
69 minor to the same student only if the major and minor(s) are associated with different  
70 academic degree programs. Note that different options in the same degree program are  
71 not considered different academic degree programs for this policy.

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73 **Satisfactory Progress**

74 Students who have completed more than 130 earned units must complete and follow a  
75 graduation plan. Upon review by the Dean of Undergraduate Studies, students who do  
76 not follow their graduation plan may be disqualified from the University for failure to  
77 make satisfactory academic progress.

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79 **Administrative Graduation**

80 Students who accumulate over 144 earned units may be graduated administratively if  
81 they have completed any major, whether or not they have declared that major.  
82 Enrollment beyond the 144 units will be restricted to (a) courses required to graduate in  
83 the major for which the student has accomplished the highest percentage of  
84 requirements, ~~and~~ (b) a limited number of pre-requisite courses for graduate study, and  
85 (c) coursework toward a declared second major where the student requires no more  
86 than three courses to complete this educational goal. The chair of the program or  
87 programs where a student is facing administrative graduation and enrollment  
88 restrictions will be notified and may appeal this decision to the Dean of Undergraduate  
89 Studies on a case by case basis.

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93 **Appeals Process**

94 Students who wish to appeal a decision relative to changing of a major or minor or  
95 administrative graduation shall follow the procedures of an appeal to the Academic  
96 Petitions Committee. Students who cannot complete their current major because of an  
97 inability to complete/pass a requirement may file a request with the Academic Petitions  
98 Committee to change majors even though they may need to exceed the 144 unit limit to  
99 complete their new major.

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