



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Declaration of Academic Major and Minor

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

The purpose of the Academic Major and Minor Policy is to ensure that students have clear, accurate, and consistent information about academic majors and minors. Therefore students can make informed academic decisions, understand program requirements, and plan their academic pathways in a timely and transparent manner, while maintaining academic quality and compliance with institutional and accreditation requirements.

2. Scope

All degree seeking students must have a major.

Baccalaureate and associate degree students may add one or more minors to their degree.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Major:** An academic major is the main field of study in an academic program. For Baccalaureate degrees, “the major consists of at least 30 semester credit hours and provides depth of knowledge in an academic disciplinary or interdisciplinary program” (BOG Policy 1990-06-A)

3.1.1.1. For Bachelor of Science degrees, the “courses required by the major, including required cognate courses in related disciplines, must comprise at least 40 semester credit hours but no more than 60 semester credit hours, unless approved by the chancellor” (BOG Policy 1990-06-A)

3.1.1.2. For Bachelor of Arts degrees the “major program should not exceed 42 semester credit hours, including required cognate courses, unless approved by the chancellor.” (BOG Policy 1990-06-A)

3.1.2. **Minor:** A minor is an organized program of study that comprises the fundamental requirements of an academic major equivalent to a minimum of 18 semester hours, including a minimum of six credits of advanced coursework.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

3.2. Roles and Responsibilities

- 3.2.1. Students should select a major as early as they are comfortable making the choice.
- 3.2.2. Programs with limited capacity may be restricted or closed.
- 3.2.3. Department chairs must approve or deny requests by a student to declare a major.
- 3.2.4. The Registrar will document and track the major and minor(s) for each student.

4. Policy

- 4.1. All students will be encouraged to have declared an academic major prior to the completion of the third semester (45.0 semester hours). Delay in declaring a major may result in spending additional time to complete a degree.
- 4.2. All students should be aware that there is no assurance they will be able to declare any program they choose.
- 4.3. Minors are available to undergraduate students enrolled in associate and bachelor degree programs.
- 4.4. Minors may not be added to previously completed undergraduate degree programs.

5. Procedures, Standards, and Guidelines

- 5.1. Students use the Change of Major/Minor Automated Form to declare majors and/or minors.

6. Compliance and Enforcement

- 6.1. Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2. All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

7.1. Supporting Documents

- 7.1.1. [Include title of supporting documentation here.] [\[Link\]](#)

7.2. History

- 7.2.1. [Indicate whether the policy is a new policy, or whether it supersedes an existing policy. Include the effective date of the original policy as well as the date(s) of any subsequent amendments (if known).]
- 7.2.2. Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]
- 7.2.3. Revised - [Date of Revision]



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

7.2.4. Next Review Date - [Date of Revision]

7.3. **Related Policies** - [Reference related policies]

7.4. **Contacts for Additional Information and Reporting**

[Name of Office/Division, Commonwealth University, Attn: [Name of person to serve as contact, email address of contact hyperlinked, office phone of contact in format of XXX.XXX.XXXX]

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