POLICY ON TIMELY DECLARATION OF MAJOR

ACADEMIC SENATE POLICY F98-203

At its meeting of November 3, 1998, the Academic Senate approved the following policy on Timely Declaration of Major:

RATIONALE

In Fall 1997 there were a total of 2,848 undeclared majors, of whom 365 had completed greater than 70 semester units (13% of total undeclared majors). Of the 150 transfer students admitted as undeclared Fall 1997, 23 (15%) came in with more than 70 semester units. The following policy would serve at least three purposes: 1) it would insure that students choose a major in a timely manner and begin to create and follow a graduation plan, 2) it would enable departments to assess and assist students early in their study plan, and 3) it would give departments a more realistic idea of the number of students in their majors/programs to aid in planning and decision-making.

APC recognizes that some students cannot declare their major until they have completed certain department prerequisites - the appeals process should address these students' needs. Also, APC recognizes that students may change their major when appropriate.

In a February 1998 survey, SFSU department/program chairs, 29 of the 31 respondents were in favor of such a policy.

Consequences of not declaring a major: Students who remain undeclared and fail to seek advising will be given lowest touch tone priority.

POLICY

Students who enter SFSU as first-time college students must declare their major by the time they complete 70 units and students who enter SFSU as junior or senior level transfer students must declare their major by the end of their second semester of enrollment at SFSU. Students will receive a letter about the necessity of declaring their major upon completion of 60 semester units (or upon completion of a junior or senior transfer student's first semester). Students who do not declare a major at this time no longer will be granted priority in the touch tone registration process (in other words, they will register last).

In certain cases upon appeal by students individually or by a department chair for a group of students, the Dean of Undergraduate Studies or designee will determine whether to allow students to remain undeclared and retain their touch tone priority.

This policy will take effect Fall 1999 and is applicable to all students.

RE-EXAMINATION OF THE POLICY

This policy shall be re-examined by the Academic Policies Committee three years after its implementation to evaluate its success and determine whether it shall continue in effect.

**APPROVED BY PRESIDENT CORRIGAN ON NOVEMBER 9, 1998**