TO: The Academic Senate
FROM: The Committee on Instruction and Curriculum (CIC)
SUBJECT: 16-17 CIC 9: Revision to Declaration of a Major and Change of Major/Minor Policy
PURPOSE For Senate Approval
ACTION REQUESTED: That the Academic Senate approve the following policy and Catalog regarding declaration or change of a major or minor. Upon the signature of the President, effective in the Catalog for semesters, planned for Fall, 2018.

BACKGROUND INFORMATION:
By 15-16 ASCD 11, CIC was asked to update numerous policies requiring substantial revisions for the semester Catalog. At its meeting on October 3, 2016, the Committee voted unanimously to recommend changing the word “quarter” to “semester” throughout the policy. This policy updates 11-12 CIC 3 revised. Strikeouts indicate deletions from the current policy and red text is new.

PROPOSED POLICY:
Letters to students:
Letters will be sent by PEM to students with undeclared majors, encouraging them to declare a major. These letters are to be sent to matriculated students at these times within their tenure at CSUEB:

• 90 unit level or upon receipt of transfer evaluation
• 120 unit level
• 135+ units

The 90 unit letters may include the following suggested content: date First Last name Address City, State Zip Dear First: Our records indicate that you are currently pursuing baccalaureate course work as an undeclared student. Since you are now signed up for classes that should bring you to junior standing (90 units) by the end of this quarter, we urge you to consider declaring a major soon. Whether your goal for pursuing a bachelor’s degree is for professional development or personal enrichment, if you declare a major now you will have the benefit of major advising, ensuring that you obtain the maximum benefit from your degree without taking unnecessary extra courses. Although we are not requiring you to declare a major, you may wish to keep in mind that major requirements are governed by the time of the declaration. In other
words, when you decide to pursue a particular course of study can impact when you graduate. To avoid unwanted delay, it is strongly recommended that you consult a faculty advisor in the major you wish to declare. To declare a major, complete the “Change of Major/Minor/Option” form available online at http://esweb.csueastbay.edu/forms or in the Student Information Lobby located on the first floor of Student Services and Administration Building. Contact your academic department to select a major advisor, formulate an academic plan for graduation, and obtain departmental approval. You can also visit Academic Advising & Career Education, which is considered the academic home department for undeclared/undecided students. Academic counselors are available to assist you through the process of exploring and researching majors and with creating an educational action plan to set you on the right path toward achieving your educational and career goals. Please feel free to visit AACE in Student Services and Administration Building, Suite 2300, phone (510) 885-3621, or visit online at http://www20.csueastbay.edu/academic/academicsupport/aace/academic-advising/index.html for more information. Best wishes as you plan your educational path and complete your studies here at Cal State East Bay. If you would like more information, please contact Enrollment Management at (510) 885-2784 or e-mail reg@csueastbay.edu. Sincerely, Office of the Registrar.

Subsequent letters to undeclared majors will have similar content, and the letter at the 135+ unit level will use stronger language to urge students to declare, as majors classes are often not offered every quarter and graduation could be delayed by not having proper major advising.

The Academic Advisement and Career Education Office (AACE) will monitor students who are approaching 60 units and are still undeclared and may institute proactive advising, in which the advisor may initiate contact with the student. Students with 105 or more completed units will also require approval from the Dean of Undergraduate Studies to change their major or minor or add a major or minor.

Info box for registration
In addition, at some time during the registration process each quarter semester (at whatever stage is convenient for this addition), an “info box” should be presented to students stating: “Our records show that you are currently a/an ____ major. To declare or change your major, go to (link).” The placement of this is not mandated by CIC at this time, as this is a PeopleSoft issue. PEM is asked to keep in touch with CIC and SSAC regarding their progress toward providing this information to students quarterly every semester, as this would increase the number of declared majors and decrease the need for sending out letters.

Academic Approval from Department / Program
Students must obtain academic approval from any department or program in which they wish to declare a major or minor, in order to ensure that they are aware of the requirements of the selected major or minor. To ensure that students are well advised, a change of major / minor / concentration will require signature and stamp from the new department /program.