TO: The Academic Senate
FROM: Committee on Instruction and Curriculum
SUBJECT: Declaration of a Major Policy
PURPOSE: For Action by the Senate

ACTION REQUESTED: That the Senate approve the Declaration of a Major Policy

BACKGROUND INFORMATION: The Executive Committee referred the issue of Declaration of a Major to CIC and asked the committee to review the letter to students and approve any language changes that were deemed necessary and to consider an earlier time to send out this letter. CIC had previously requested in 2006 that students be sent a letter by PEM at the 120 unit level. This letter was intended to encourage students to declare a major and providing some of the reasons why this is advisable (lack of advising and excessive units being the most obvious). It was noted that currently a letter of that type is sent by PEM at the 135+ unit level, which ExCom deemed was not early enough. This Fall ExCom requested that PEM change their procedures as soon as possible to reflect the earlier mailing date of 120 units, effective immediately. ExCom suggested that a second letter might be sent by PEM at about the 90 unit level (or as early as the beginning of the sophomore year) and/or that CIC consider recommending the addition of an “info box” each time that students register for classes, that states something like “Our records show that you are currently a/an____ major. To declare or change your major, go to (link).” Thought should be given to encouraging declaration of a major by transfer students as well.

At its meeting on March 2, 2009, CIC met with representatives from PEM, discussed the issue, and approved the following as the Declaration of a Major Policy:

Declaration of a Major 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 will have 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 your efforts will be structured; 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](http://esweb.csueastbay.edu/forms) or in the Student Information Lobby located on the first floor of Warren Hall. When you submit this form, you should also contact your academic department to select a major advisor and formulate an academic plan for graduation.

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 Warren Hall 509, phone (510) 885-4682, or visit online at [http://wwwsa.csueastbay.edu/~uacweb](http://wwwsa.csueastbay.edu/~uacweb) 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

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The Senate suggested an addition to the above letter of instructions to the student to “inform the department that you are a new major, once the major is declared”.

**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.

**Info box for registration**

In addition, at some time during the registration process each quarter (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, as this would increase the number of declared majors and decrease the need for sending out letters.