



I. DECLARING A MAJOR, DOUBLE MAJOR, SECOND DEGREE, AND MINOR POLICY

II. POLICY STATEMENT:

According to the Undergraduate Catalog, a student is allowed to graduate with a double major if he or she has met all requirements for both majors and of the colleges in which those majors are offered. After all requirements have been fulfilled, the major may be registered on the student's transcript. This may not be interpreted as meeting the requirements of a second degree. The student may select the college from which the degree is to be awarded (p. 62, 2019-2021).

Alabama State University (ASU) recognizes that students may be interested and enrolled in more than one field of study, therefore, this policy provides context of processes, procedures, and requirements for students to graduate with a double major, second degree, or have more than one minor upon completion. The Declaring a Major, Double Major, Second Degree and Minors Policy expounds on the subsequent statements from the Undergraduate Catalog and will prevent double counting credit hours beyond the 18-hour maximum toward a second major.

Every undergraduate is required to complete a major program. Students have the option to pursue an established single major, a double major, second degree or minor options. Students who start at ASU must declare a major by the completion of 32 credit hours.

III. SCOPE OF POLICY:

The declaring a major, double major, second degree and minor policy includes additional processes and procedures to promote continuous improvement through the documenting of students matriculation at ASU. The policy will provide students, faculty and staff with processes and procedures that align with catalog requirements. Furthermore, these enhancements should lead to the retention of students transitioning from the first-year to the second-year of enrollment at ASU. This policy details how students must, therefore enroll in a program

IV. EFFECTIVE DATE:

This policy is effective upon official approval by the ASU Board of Trustees

V. AUDIENCE:

All University faculty, academic and administrative personnel, and students are expected to adhere to this policy.

VI. DESIGNATED RESPONSIBILITIES AND APPLICABILITY OF POLICY:

The Provost, Associate Provost, Assistant Provost, Deans, Associate Deans, Department Chairs and Coordinators, Faculty, Academic Advisors, and the University Registrar have a fundamental responsibility to:

- Have an understanding of this policy and general knowledge of declaring a major, double major, second degree, and minor policy.
- The University Registrar must provide, when requested by the President or Provost, information or data relevant to incorporating this policy into daily operations and distribute to all faculty, students, and staff.

VII. POLICY MANAGEMENT:

- **Responsible Office(s):** Office of the Provost and Vice President for Academic Affairs and Registrar
- **Responsible Executive:** Provost and Vice President for Academic Affairs, University Registrar, and Director of Academic Advising
- **Responsible Officer(s):** Provost, University Faculty, Academic Deans, and Academic Advisors

VIII. DEFINITION(S):

- **Double Major:** A student is allowed to graduate with a double major if he or she has met all requirements for both majors and of the colleges in which those majors are offered. After all requirements have been fulfilled, the major may be registered on the student's transcript. This may not be interpreted as meeting the requirements of a second degree.
- **Second Degree:** In order to earn a second baccalaureate degree after completion of the first degree, a student must: earn a minimum of 30 semester hours at Alabama State University, have been a full-time Alabama State University student for two semesters, and have met all academic requirements for the degree sought as stipulated in the undergraduate catalog at the time of enrollment in the second degree program.
- **Major:** An academic major is a curricular component that enables students to make an in-depth inquiry into a discipline. It is organized around a specific set of goals and objectives that are accomplished through an ordered series of courses whose connections define an internal structure. A major that focuses on a discipline draws its courses predominantly from one department. One that encompasses an interdisciplinary field of study usually obtains its courses from more than one department. The range of the two types of majors is from 24 to 50 credit hours.
- **Minor:** An academic minor is a curricular component that enables a student to make an inquiry into a discipline or field of study, or to investigate a particular theme. It is organized around a specific set of competencies. A minor typically consists of a minimum of 15 credit hours.

IX. PROCEDURES FOR ADDING OR CHANGING MAJORS OR MINORS

Selecting a major is one of the most important choices a student will make. A student should declare their major by the time they complete 32 hours. A double major is an opportunity for ASU students to pursue two areas of an academic interest within the multiple academic programs concurrently. Students who declare two majors from different colleges will be required to fulfill all requirements for each major and to fulfill all degree requirements, including those for general education. Students who complete requirements for two majors from different colleges will be awarded the degree from both colleges of the major, and transcripts will designate that both majors were completed. To be certified to receive a double major all requirements must be met for each major with a maximum of 18 credits exclusive to each major, with exceptions in Music and Music Education.

In meeting graduation requirements for minors, students must declare a minor program which is a set of courses that provide a degree of content mastery in a discipline or coherent interdisciplinary field. Generally, a minor program consists of a minimum of 15 hours with at least 9 hours at the upper-division level.

Students seeking to complete multiple majors and minors must fulfill all of the requirements for all majors and minors declared. Courses may be counted for more than one major or minor, as long as each major includes 12 upper division credits, and each minor includes 9 upper-division credits.

Maximum Number of Majors and Minors:

A maximum of up to two majors is permitted provided all work can be completed within 140 credit hours.

A maximum of two minors is permitted provided all work can be completed for the total number of credit hours listed in the Alabama State University catalog.

The maximum number of minors does not apply to students declaring Interdisciplinary Studies as a major.

Alabama State University procedures for declaring a major, double major, changing a major, adding a minor, changing a minor, and requesting a second degree are as follows:

To Declare a Major:

1. A student must obtain a Declaration/Change of Major or Minor form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.

3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing.
4. The student will be advised by the College of their major.

To Declare a Double Major:

1. A student must obtain a Declaration/Change of Major or Minor form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.
3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing
4. The student will be advised by the College of their second major

To Declare a Minor:

1. A student must obtain a Declaration/Change of Major or Minor form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.
3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing
4. The student will be advised by the College of their minor

To Declare a Double Minor:

1. A student must obtain a Declaration/Change of Major form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.
3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing
4. The student will be advised by the College of their second minor

To Change a Major:

1. A student must obtain a Declaration/Change of Major form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.
3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing
4. The student will be advised by the College of their new major

To Change a Minor

1. A student must obtain a Declaration/Change of Major form from the Office of Records and Registration
2. The student must complete Section 1 of the form and obtain all signatures as required in Section 2.

3. The student must return the Declaration/Change of Major or Minor form to the Office of Records and Registration for processing
4. The student will be advised by the College of their second minor

Second Degree

1. A second degree can be completed after the first Bachelor's degree has been awarded.
2. The student must be readmitted to the University through Office of Admission.
3. The student must be advised by the college of their declared major.
The student will not have to repeat general education courses.

References:

1. Alabama State University Undergraduate Catalog
2. Alabama State University Curriculum Guide

Document History

Approved by BOT: May 6, 2021