

45-CREDIT MAJOR DECLARATION POLICY

(September 19, 2011)

Policy Statement

All undeclared students must officially declare and be admitted to a major by the time they have earned 45 degree credits towards graduation.

Students Classified as Undeclared

Students must also meet the admission requirements of the program/department of choice to be officially admitted to a major. Some academic programs at CSI have selective academic requirements. These include B.S. in Accounting; B.S. in Business (concentrations in Finance, International Business, Management, Marketing); B.A. in Science, Letters and Society; B.S. in Music (concentrations in Classical Performance, Literature, and Theory, Music Technology, Jazz Studies and Performance); B.A. in Social Work; Education Sequence (Early Childhood, Childhood Education, and Adolescence Education); and the A.A.S./B.S. in Nursing. These selective academic programs/departments have entry requirements that may include but not be limited to:

- require a departmental chairperson approval for acceptance of students with fewer than 40 degree credits earned;
- require GPA's greater than 2.0 for entry into the major;
- require minimum grades in specific courses for entry and advancement in certain majors.

Students who have not been officially admitted to a major are classified as undeclared.

Declaration of Major by the 45 Degree Credit Mark

Undeclared students should normally attempt to complete the general education requirements and/or all pertinent pre-major/pre-requisite courses during their first two years and must officially declare a major and be admitted to a major by the time they have earned 45 degree credits towards graduation.

Procedures

To support students through this process, the college applies the following procedures for all undeclared students who have earned 30 degree credits towards graduation and are enrolled for a subsequent term.

- A student who has earned 30 degree credits towards graduation, has fulfilled all three (3) CUNY Assessment requirements, and has earned at least a 2.0 cumulative GPA will be notified by email from the Registrar's Office of the requirement to declare a major before s/he can register for more than 45 degree credits. The student will also

be informed that s/he will have a registration hold in addition to an advisement hold placed on her/his account if they fail to comply.

- A student who attempts to register for more than 45 degree credits and has not yet declared a major program of study will encounter a registration hold which prevents all registration requests that are greater than 45 degree credits. The hold will be placed when the number of credits earned and the number of credits a student is currently taking add to 45 or more degree credits.
- A student must submit the completed Declaration of Major form, which is located at <http://www.csi.cuny.edu/registrar/forms.php4> to the Registrar's Office. Upon receipt of the form, the Registrar's Office, in coordination with the Office of Academic Advising, will initiate the process that will result in removal of the registration hold flag from student's account and the student will be eligible for registration. Assistance with this process is available from the Office of Academic Advisement.
- A student will receive a notice of confirmation that her/his request was processed, denied, and/or if additional documentation is required (such as acceptance into the major by the department), upon verification of eligibility by the Registrar's Office. Upon acceptance into the major, each student is assigned a faculty advisor in the selected major who will assist them with her/his educational planning until graduation.
- A student who earns 45 degree credits or more will be eligible to register for classes only upon official acceptance into a major program of study and/or after meeting with a professional advisor to develop a specific and approved plan of study.
- A student who is denied admission into a selective academic program must declare another major by the time s/he has completed 45 degree hours.
- A student will be advised by the Office of Academic Advising until s/he earns 45 or more degree credits. Upon completion of 45 or more degree credits, a student will be transferred to her/his home department for advisement.
- A student who has matriculated prior to fall 2011, has declared a major prior to earning 45 degree credits, and is currently being advised by her/his major department, will continue to be advised by the department of choice.

Implementation Timeline

September 1, 2011:

1. Notify Center for Academic Advising, Orientation Staff, First-Year Experience Committee, Provost's Council, Chairs, and other personnel of new policy;
2. Notify relevant technical specialists to make modifications in the software to accommodate the new policy. These should be completed prior to spring registration and no later than October 30.

September 25:

1. Verify enrollment of fall 2011 entering students;
2. Verify enrollment of all continuing fall 2011 students;
3. Identify and review major interest of all entering fall 2011 entering students;

4. Identify and review caseloads of all continuing fall 2011 students currently assigned to the OAA;
5. Complete declaration of major process for all viable continuing students.
6. Obtain fall 2011 listing of available faculty advisors.

September 30:

1. Revamp current advisor/advisee assignment process;
2. Determine and reassign all current continuing students w/45 college credits to academic departments who have a declared major;
3. Create and program new advising codes;
4. Notify faculty advisors of new policy;
5. Provide information to Faculty Senate.

October 1:

1. Notify student body of new policy;
2. Hold information session;
3. Implementation of policy for all undeclared students who have earned 70 credits or more; these students will not be able to register for the spring 2012 without declaring a major.
4. Stop code placed on all undeclared students who have earned 45 credits or more; these students must declare a major before April 2012.
5. Complete General Education Review Process on all undeclared students who have earned 70 credits or more;
6. Reminder notification sent to undeclared students who have earned 30 credits or more of new policy;
7. Select and train OAA liaisons to academic departments.

November 1:

1. Create and upload relevant forms;
2. Update websites;
3. Registration for spring 2012 semester

February 16, 2012:

1. Fulfilled major declaration policy for all students who have earned 70 credits or more;
2. Verify enrollment of spring 2012 entering students;
3. Verify enrollment of all continuing spring 2012 students;
4. Identify and review major interest of all entering spring 2012 entering students;
5. Identify and review caseloads of all continuing spring 2012 students currently assigned to the OAA;
6. Complete declaration of major process for all viable continuing students;
7. Obtain spring 2012 listing of available faculty advisors.

March 15:

1. Determine and reassign all continuing students w/45 college credits to academic departments who have a declared major;

2. Program advising codes;
3. Reminder notification to sent to undeclared students who have earned 30 credits or more;
4. Implementation of policy for all undeclared students who have earned 45 credits or more; these students will not be able to register for the fall 2012 w/out declaring a major.
5. Place stop codes on system for all undeclared students who have earned 45 credits or more;
6. Complete General Education Review Process on all undeclared students who have earned 45 credits or more;

April 15:

1. Create and upload relevant forms;
2. Continue updating websites;
3. Registration for fall 2012 semester

July 15:

1. Assess policy implementation

September 1:

1. Full implementation of 45-credit policy.