

Cheyney University Policy Number AA-2010-1051

Policy Change of Major, Minor, or Academic Advisor

Approved by: President's Cabinet/ Academic Affairs Council

History: Revised -2-17-2009

Additional History -- n/a

Related Policies: n/a

Additional References: n/a

A. Purpose

The purpose of this policy is to define the procedures for changing a student's academic major, minor, or academic advisor.

B. Scope

This policy applies to all undergraduate students.

C. Key words and phrases:

None

D. Policy & Procedure(s)

Any student may request a change, but individual academic departments often have special criteria that must be satisfied before approval for change of major is granted. Students should check the college and department requirements carefully before making such a request. All changes of major, minor or academic advisor made during Fall or Spring semester Drop/Add periods are made effective as of the beginning of that semester. Requests for a change of major, minor, or academic advisor, that are completed after a Drop/Add period, will be processed, but not take effect until the beginning of the following Fall or Spring semester. A student who changes into a new major/minor, adds an additional major/minor, or re-enters a previous major/minor program must comply with all course and degree requirements that are in force on the effective date of the change, addition, or re-entry.

Students who wish to add a major, track/concentration, or minor in the College of Business should go to see the chair of the department that administers that major, track/concentration, or minor.

To change advisors for a major, track/concentration, or minor in the College of Business, students should see the chair of the department that administers that major, track/concentration, or minor.

To delete with no additions a major, track/concentration, minor, or advisor in the College of Business, students should go to the specific department chair in question.