

 CSN Policy	Declaration of Major Policy
Policy Category: Student	Effective Date: 03/16/2018
New Policy	

I. POLICY PURPOSE

The purpose of this policy is to help students with academic and career exploration and to expedite the time to degree completion. This policy provides a process by which a degree-seeking student selects an area of interest (meta-major) and, subsequently, a program of study (specific major).

II. POLICY STATEMENT

- A. Meta-majors are a collection of academic programs that have common or related content that students will explore during their first semester. The intent of selecting a meta-major is to help students choose a program of study based on their interests, knowledge, skills, and abilities. Students have several meta-majors or pathways from which to choose that are aligned with potential academic career goals. See Attachment B.
- B. Meta-majors do not apply to students who select any of the following categories on the admission application: International, Veteran Education Beneficiaries, and non-degree seeking.
- C. A student must declare a specific major before enrolling in courses beyond the first fifteen college-level credit hours earned at CSN.
- D. A student is allowed to have only one declared specific major at a time.
- E. A student can request a second, concurrent specific major through the office of the registrar. See Attachment C.

III. PROCEDURE

- A. At time of admission, students who select “degree-seeking” on their application must choose their area of interest. Any new degree or program would be added into an existing meta-major category by the Curriculum committee in consultation with the relevant department chair. The Curriculum Committee will review the meta-major categories and structure upon request from department chairs or Faculty Senate.
- B. CSN will provide resources for students to explore their meta-major and identify their specific major.
- C. A registration hold is placed on a student’s account for courses beyond the first fifteen college-level credit hours if a specific major has not been declared. To remove the hold the student has to declare a major.
- D. A student may change their major at any time. However, processed declaration of major changes become official and reflect on the student’s record on the first day of the next semester following submission.

IV. AUTHORITY AND CROSS REFERENCE LINKS

V. DISCLAIMER

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer (general.counsel@csn.edu, 702.651.7488) and/or the Recommending Authority.

VI. SIGNATURES

Recommended By:

/s/ Jill Acree
Faculty Senate Chair

3/16/18
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley
General Counsel

3/16/18
Date

Approved By:

/s/ Margo Martin
CSN President

3/16/18
Date

VI. ATTACHMENTS

- A. History
- B. Areas of Interest/Meta Major Category
- C. Request for Multiple Majors Form

ATTACHMENT A

HISTORY

- 3/9/2018: Approved by the Faculty Senate. (J. Acree)
- 11/17/2017: Submitted by Academic Standards Committee (K. Westmoreland) and Curriculum Committee (J. Harvey)

ATTACHMENT B

Areas of Interest/Meta Major Category

- 1 Art and Design
- 2 Biological and Physical Science
- 3 Business
- 4 Education
- 5 Engineering and Information Technology
- 6 Health Sciences
- 7 Hospitality and Culinary Arts
- 8 Humanities and Communication
- 9 Industry, Manufacturing, Construction & Transportation
- 10 Public Safety
- 11 Social and Behavioral Sciences



REQUEST FOR MULTIPLE MAJORS FORM

Last Name _____ First Name _____ Middle Initial _____

Student ID (NSHE ID) # _____ Phone # _____

Email address (primary email on MyCSN) _____

Changing one major to another, including from non-degree seeking to degree seeking and vice versa, can ONLY be done online via MyCSN. Instructions can be found at: www.csn.edu/declaration-major-information

Adding an Additional Major

It is very important to meet with the appropriate advising or counseling professional before pursuing multiple degrees, as an accumulation of credits could negatively affect a student's Satisfactory Academic Progress (SAP) for financial aid purposes and/or incur Excess Credit fees.

I currently have one or more major(s) declared and would like to add: _____
Refer to Degree Code list

Please select the exception criteria that applies to you:

- Pursuing a stackable degree (certificate towards an associate)
- Veteran Education & Transition Services (VETS) Center Exception (requires prior approval)
- International Student Center Exception (requires prior approval)
- Financial Aid Office Exception (requires prior approval)

Please provide a brief explanation to support your request to add an additional major.

I am requesting the above change take place and I understand the change will become effective on the first day of the next semester.

Student Signature _____ Date _____

I verify I met with the student and explained the implications of declaring multiple majors.

Approving Official Name _____ Signature _____ Date _____

OFFICE OF THE REGISTRAR USE ONLY

- Comment added
- Verified student has not applied for graduation
- All applicable degree codes are accurate
- NSHE ID number is listed and accurate
- Verified student is listed as "Active" in "Academics" tab

Date Stamp

Received By _____ Date _____ Processed By _____ Date _____