

## Policy Name: Declaration of Undergraduate Major

Custodian of Policy: Provost and Senior Vice President for Academic Affairs

Date of Adoption: July 1, 2018

Date of Next Review: September 2032

### POLICY

All degree-seeking undergraduate students at Minnesota State University, Mankato are required to declare a major (program of study) within their first year of study. Students may change their major at any time during their enrollment. Undecided students will be assigned to the Open Studies B.S. program and assigned to an advising team to help them explore options. Readmitted students without a declared major must declare at the point of readmission or prior to registration, whichever is earlier.

Students will be expected to fulfill the program requirements of that major according to the academic catalog that aligns with the year of admission or a catalog that is released in the years following admission. Please refer to the Undergraduate Requirements for Degree/Award Policy for information on the catalog validity period.

Some programs have additional admission requirements beyond admission to the university (e.g., GPA, prerequisite courses). Declaration of a major may not guarantee admission to the program. Admission, progression, and completion standards for academic programs can be found in the annual academic catalog.

This policy applies to all degree-seeking undergraduate students. Non-degree, certificate-only, and visiting students are excluded.

### Definitions

**Declared Major:** An academic program recorded in the academic catalog and official student information system (SIS) that leads to a recognized undergraduate degree.

**Attempted Credits:** Institutional credits attempted plus any accepted transfer/test credits recorded on the academic record.

**Exploratory/Undeclared:** Institutional student status for degree-seeking students who are exploring options for majors.

**Readmitted:** Students returning to the University after more than 720 days since their last enrollment.

Rationale:

Declaring a major ensures students receive quality advice about program requirements, co-curricular activities, and career preparation, and increases the likelihood of timely completion of the degree.

History of Revisions:

Effective Date of Last Review: August 1, 2026

Date of Last Review: September 2025

Revisions Made:

2025: Name change from Undergraduate Student Degree Program Declaration to Declaration of Undergraduate Major

2025: Revised the policy and procedures to clearly outline existing practices regarding major and minor changes, as well as when new and transfer students declare their major. Provided clarification on the timing of faculty advisor assignments and established guidelines for handling situations when a faculty advisor is on sabbatical or leaves the university.

References:

Microsoft Copilot. (2025, October 29). Conversation regarding separating policy from procedure in the Declaration of Undergraduate major. Retrieved from <https://copilot.microsoft.com>

Vice President's Recommendation

President's Approval