

Minnesota State University, Mankato University Policy	
Policy Name: Undergraduate Student Degree Program Declaration <u>Declaration of Undergraduate Major and Advising Policy</u>	Effective Date of Last Review: <u>January 14, 2019</u> <u>August 1, 2026</u>
Custodian of Policy: Provost and Senior Vice President for Academic	Date of Last Review: <u>September 2025</u>
Date of Adoption: July 1, 2018	Date of Next Review: <u>September 2024</u> <u>September 2032</u>

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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. All new entering degree-seeking first-time undergraduate students are required to declare a program of study (degree and major) no later than (completion of) 30 credit hours at Minnesota State University, Mankato. Undecided students will be assigned to the Open Studies B.S. program and assigned to an advising team to help them explore options. All new entering degree-seeking transfer students with 30 or more earned credits are expected to declare a program of study (degree and major) upon admission to Minnesota State Mankato. All new transfer students with less than 30 earned credits upon admission to Minnesota State Mankato are required to declare a program of study (degree and major) no later than (completion) of 30 credit hours. Readmitted students without a declared major must declare at the point of readmission or prior to registration, whichever is earlier.

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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. Catalogs are active for six years.

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.

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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 not yet accepted to a specific major.

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

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Rationale

~~This policy applies solely to the declaration of a student's intended undergraduate program of study. It does not address admission requirements for specific majors, which may have separate criteria established by academic departments.~~

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~~To promote timely degree completion~~ Declaring a major ensures students receive quality advice about program requirements, co-curricular activities, and career preparation, undergraduate students must declare a major and increases the likelihood of timely completion of the degree to receive appropriate academic advising based on their program of study, credit accumulation and student type.

References

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

Policy History

~~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.~~

<u>Policy:</u>		
<u>Formal Review Process</u>	<u>Date Submitted</u>	<u>Date Reviewed</u>

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Declaration of Undergraduate Major Procedure Review Process

- Policy Consultation Committee Review [add date]
- Informal Review [add date]
- Formal Review [add date]

Vice President's Recommendation

Signature and Date

President's Approval

Signature and Date

~~Degree-seeking undergraduate students without a declared program of study following completion of 30 credit hours will have a hold placed on their registration.~~

~~This policy's scope is solely about the declaration of a program of study by a degree-seeking student indicating the student's intent regarding a program s/he is interested in pursuing. This policy has no bearing on standards and/or processes for acceptance to a program. Some academic programs have specific academic or other requirements for acceptance to the program (major).~~

PROCEDURE

This procedure establishes a clear and efficient process for declaring undergraduate majors, assigning advisors, maintaining accurate advising records, and ensuring timely advising transitions.

Declaring a Major

Students may declare a program of study following admission to the University, as a part of new student orientation, or by completing an online Program Declaration form. The online Program Declaration form may be used to declare an initial program of study, a second area of study, or a change in program of study.

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All new ~~undergraduate~~ first year and transfer ~~undergraduate~~ students admitted to the university will declare their intended major during orientation.

If a student decides to change their major, they must update their selection in their academic record in the student information system using the University's major declaration online form (e.g., "the Major Button"). using the Major Button, an online tool designated for declaring or changing undergraduate majors. Once the change is submitted, the student will be assigned a new academic advisor based on their updated major and current credit level. This process is facilitated through advising centers.

Assigning Academic Advisors

It is recommended all undergraduate students meet with their assigned advising team or faculty advisor at least once a semester to review program requirements, degree progress, and develop academic plans.

Students who are exploring major options ("undecided") ~~are~~ will be assigned to the ~~eOpen~~ ~~sStudies~~ B.S. program and ~~are~~ advised by the professional advisors in the University Advising ~~team~~Center.

First year students with a declared a major ~~are~~ will be advised by ~~the~~ college ~~college~~ advising team until the end of their first year (approximately 30 credits). The college advising team will then assign students to faculty advisors related to their major starting with their second year. Students who have declared a major that uses secondary, program-specific admission requirements will continue to be advised by the college advising teams ~~or~~ until they are admitted to ~~the~~ir major.

Most ~~Transfer~~ students who are admitted to a major without specific admission requirements ~~are~~ will be assigned to a faculty advisor by college advising staff upon admission, but ~~Transfer~~ students pursuing majors with secondary, program-specific admission requirements will continue to be advised by the college advising teams until they ~~meet those requirements, after which they are transitioned to a faculty advisor~~ are admitted to a major.

When students submit a request to change their major using the online form ("Major Button"), college advising staff will assign a new academic advisor based on their major and number of completed credits.

~~Students are encouraged, and for some programs may be required, to meet with an academic advisor PRIOR to declaring a program of study to discuss the major, careers, and any specific academic or other requirements for acceptance to the program (major).~~

It is recommended all undergraduate students meet with their assigned advising team or faculty advisor at least once a semester to review program requirements, degree progress and develop academic plans.

If a student decides to change their major, they must update their selection using the Major Button, an online tool designated for declaring or changing undergraduate majors. Once the change is submitted, the student will be assigned a new academic advisor based on their updated major and current credit level. This process is facilitated through advising centers.

In the event that a faculty advisor is on sabbatical or other leaves of absence, the academic major department must ensure timely communication will work with the student and college advising team regarding the reassignment of advising responsibilities and notify students.

When a faculty advisor is no longer affiliated with the university, the major department must notify the college advising team. The college advising staff will so the advisor's assignment can be adjusted student records to end-date the advising relationship, in the system. The college advising team will then reassign the student to a new faculty advisor, and communicate the change directly to the student and advisor.

~~Questions about the procedure or process for declaring a program of study may be directed to the Director of Academic Advising~~

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