



Kutztown University Policy ACA-029

Change of Major, Minor, or Academic Advisor

A. Purpose

The purpose of this policy is to define how a student changes an 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 of major, minor, or academic advisor, however 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 will become effective on the date that the request is received in the Registrar's Office. 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.

For all changes of advisor, major, track/concentration, or minor, students should see the chair of the department that administers that major, track/concentration, or minor.

E. Effective Date

2000

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F. Approved By

Faculty Senate – 1986
University Senate – March 2000

G. Last Reviewed

August, 2009
August, 2010
August, 2011
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August, 2013
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