

## DECLARING AND CHANGING A MAJOR POLICY

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1. When applying for admission, students indicate an area of interest for study by choosing one of the undergraduate degree programmes offered at the University and will be registered in that major upon entry.
2. Students not declaring a major when they apply will be categorized as undeclared majors.
3. Students are required to declare a major on completion of 60 US /240 UK credits.
4. Students may use the Declaration/Change of Major form located on the portal to declare or change their majors at any point. This may impact upon their time-to completion. Students are expected to discuss plans to change major with their academic advisor so that any alteration to their progression can be explored.
5. A new academic advisor will be assigned, if necessary, upon a change of major.
6. Students will follow the major requirements in effect at the time of their admission to the University. Exceptions may only be granted by Registry Services, with the agreement of the Head of School or Department.

## VERSION MANAGEMENT

<b>Responsible Department: Registry Services</b>			
<b>Approving body: Academic Board</b>			
<b>Edition no.</b>	<b>Key Changes</b>	<b>Date of approval</b>	<b>Date of effect</b>
001		24 July 2018	28 August 2018
002	Removed top-up reference and updated job titles	August 2022	September 2022
		<b>Restricted access?</b> <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	