

Policy Number: 05.016

Policy Title: Declaration of Major Policy

Policy Type: Academic/ Registrar Related

Responsible Party: Registrar

Governing Body: Faculty Assembly

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Declaration of Major Policy

All degree-seeking students must declare a major, which includes an approved degree plan, by the end of the eighth week of the Spring term in their second year. Students are encouraged to submit their degree plans to the registrar by the end of the fifth week of the term so that the registrar will have enough time to review the plans before the start of the next registration period. Any student who has not completed this process by the beginning of the ninth week of classes will have a registration hold applied to their account. The student will not have this hold released and will not be able to register for the subsequent academic term until the process is completed.

There are five steps involved in declaring a major:

1. The student must work with their advisor(s) to develop a degree plan.
2. The degree plan must be submitted to the registrar for review. The registrar will check the plan for accuracy of courses and credits completed, and that the courses that will complete the degree have all been added. If there are still issues to be resolved, the registrar will return the plan to the student with instructions. The student will then make any necessary adjustments and resubmit the plan to the registrar.
3. When all issues are resolved, the registrar will forward the plan to the student's academic advisor for approval.
4. The student will return the approved degree plan to the registrar with a completed declaration of major form.
5. The registrar will assign the student a degree audit in the student information system.

While formal proposals for the self-designed major are not finalized and approved until September 1 (Summer term) of the second year of study, students intending to self-design must follow steps 1 – 3 above. Instead of returning the approved degree plan with a declaration of major form, the student will return the degree plan with a completed self-designed major cover sheet and a self-designed major proposal to the registrar. The registrar will then forward all the materials to the Self-Designed Major Committee for approval. Although final approval from the Self-Designed Major Committee is not granted until September, the student's registration will not be blocked if all the above steps have been followed.

Updating the Degree Plan

The degree plan is considered a “living document”—one that may change based on the availability of specific courses offered term by term. Therefore, the plan must be updated

periodically to maintain its accuracy. All fourth-year students must have an updated degree plan approved by the end of the eighth week of the Fall term of their fourth year, or they will not be allowed to register for the subsequent academic term. The updated degree plan must be reviewed by the registrar and then approved by the student's academic advisor. When the approved degree plan is returned to the Registrar's Office, the student will be cleared for registration for the subsequent term.

Change of a Major

Changing a major requires a student to seek advising support from the faculty advisor before a change of major can take place. Forms for declaring and changing a major are available in the Registrar's Office. Students may not change their major within two academic terms of their anticipated graduation.

Change of a Major to a Self-Designed Major

Proposals for the SDM will not normally be considered beyond the established deadlines for declaring a self-designed major (see Self-Designed Major (SDM) Policy). Students normally begin the process of declaring a self-designed major during the Fall term of their second year with the expectation of approval by the end of the Spring term.

Students who wish to change their major to a self-designed major outside of the established deadlines must submit a formal appeal to the Academic Policy and Review Committee (APRC) via the Registrar.

The Self-Designed Major (SDM) is available for students with special objectives that cannot be met by another major offered at Antioch College. It is not intended for use by students who, during their final year, have not met (or will not meet) the requirements of their intended major and are looking for an alternate path to graduation.