



# CHHS Request for a Change of Major or to Add a Minor

For students with 90 or more  
units earned



**Instructions**

1. This form is only for students applying to a CHHS Major or Minor with 90 earned units or more.
2. Presidential Directive 2009-05 states: Students who have earned 90 units or more may not change majors except by special permission. Any request for change of major may be denied for students whose time remaining to complete the requirements for a degree would significantly increase. Please see Part VI for further information on Presidential Directive 2009-05.
3. The CHHS Associate Dean must approve requests to change a major or add a minor beyond 90 units. If approved by the Associate Dean, the change in major or minor will be reflected in your MyProgress report. If your request is not approved, you will receive a reason for the denial with the final DocuSign Envelope. The review process can take several business days.
4. If a request is approved, the designated CHHS Faculty or Staff person can process the change in major/minor through Advisor Request.
5. The student completes Part I. An incomplete form will not be accepted for processing.
6. The CHHS Advisor, Department Chair, or School Director completes Part II, Part III, and Part IV.

**Part 1: Student Information**

Last Name \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_

SJSU ID # \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Current Major \_\_\_\_\_ Current Minor, if any \_\_\_\_\_

Are you requesting to add this major/minor as an additional objective (double major/minor)?  
Yes No

Have you applied for graduation? \_\_\_\_\_ Expected Semester of SJSU Graduation \_\_\_\_\_  
Yes No Spring, Summer, or Fall 4-digit year

New Major Objective: \_\_\_\_\_ or New Minor Objective: \_\_\_\_\_

**Please attach a personal statement:**

- **In your Personal Statement**, please explain how changing your major (if approved) will not add significant time to graduation (see statement from Presidential Directive 2009-05 above or in Part VI below for further information)

**Part II: Change of Major Details** - Requires CHHS Advisor, Department Chair, or School Director signature in Part IV, and Associate Dean signature in Part V

Catalog year for new major/minor? \_\_\_\_\_

**Unit Calculation (required):**

Remaining units to complete new major? \_\_\_\_\_, or

Remaining units to complete new minor? \_\_\_\_\_

**From unofficial SJSU transcripts:**

A. Units Earned (UE) from 2-year institutions? \_\_\_\_\_ (If more than 70 units, then please enter only 70 units here)

B. Units Earned from other 4-year institutions? \_\_\_\_\_

C. Units Earned from AP/IB Scores, etc.? \_\_\_\_\_

D. Units Earned at SJSU? \_\_\_\_\_

ESTIMATED TOTAL UNITS: \_\_\_\_\_ (Add A - D with the units remaining in the new major/minor)

**Part III - Optional CHHS Faculty Statement -** This box may be used for general comments or clarification, if necessary.

**Part IV: Approval Signature (CHHS)**

Authorized CHHS Faculty Name/Signature/Date \_\_\_\_\_

**Part V: To be completed by the Associate Dean**

Approved

Denied

Reason for Denial

**Associate Dean Signature** \_\_\_\_\_

## Part VI - Presidential Directive



Office of the President

One Washington Square  
San José, California 95192-0002

**PD 2009-05**

September 1, 2009

MEMO TO: Campus Community

FROM: Jon Whitmore  
President

A handwritten signature in black ink that reads "Jon Whitmore" with a horizontal line extending to the right.

SUBJECT: Presidential Directive 2009-05  
Graduation and Change of Major

Budget reductions have forced the California State University (CSU) to limit enrollment and turn away thousands of qualified students who meet the eligibility criteria for admission to the CSU. In order to increase space available for new and continuing students, the CSU needs to confer degrees on those students who have completed all degree requirements, but who either have not applied for graduation or who choose not to for a variety of reasons. Pursuant to the authorization granted by the recent revision in Title 5\*, this Presidential Directive is to establish graduation policy at San José State University that implements this recent change.

Effective with registration for Spring 2010, any undergraduate or graduate student will be precluded from enrolling in any additional state-supported courses when that student has already met all necessary requirements for the degree for which that student is matriculated. Moreover, students who have met all requirements for graduation prior to any semester in which they are enrolled will be permitted to drop all courses for which they are registered, with little or no penalty, and to graduate at the next available date. Students who have earned more than enough units to graduate but have some remaining requirements to complete, will be advised and precluded from registering in any courses other than those required for a timely graduation.

In order to facilitate graduation, it is important for students to declare a major and make changes in a timely fashion. Effective for the next application period, transfer applicants

must declare a major in the application for admission. Freshmen applicants may apply and be admitted as undeclared. By the end of Fall 2009, all students who have earned 60 units must declare a major, and thereafter all students must declare a major by the time they have earned 60 units. If the declared major is impacted, the student must meet criteria similar to those required of newly admitted students in the same major.

Student requests for changes in major will not automatically be approved. Effective after the final day of the Fall 2009 semester, students who have earned 90 units or more may not change majors except by special permission. Any request for change of major may be denied for students whose time remaining to complete the requirements for a degree would significantly increase. If the requested new major is impacted, the student must meet criteria similar to those required of newly admitted students in the same impacted major. Guidelines for changes in major, including criteria, will be published as soon as possible.

This directive is issued in consultation with the Executive Committee of the Academic Senate, the President's Advisory Committee on Enrollment, and the Advising Council. This directive will remain in effect until the president signs into effect a replacement policy developed by the Academic Senate.

The Associate Vice President for Undergraduate Studies will publish implementation guidelines for this Presidential Directive by the end of September, 2009.

\* "The president of each campus may preclude any student from enrolling in any additional state-supported courses when that student has met all necessary requirements for the degree for which that student is matriculated, and may take the actions necessary to confer the degree." California Code of Regulations, Title 5, Section 40411.