



ADMINISTRATIVE MEMORANDUM

VPAA 10-03

September 17th, 2010

SUBJECT: Policy on Second Majors

DISTRIBUTION: All Faculty, Staff, and Administrative Offices

Students may declare and complete a second major only if they meet the following criteria:

- 1) They file a major contract with each major program by the time they have completed 90 units.
- 2) The major contracts demonstrate that they can graduate with both majors completed in fewer than 140 total units.

Students who choose to complete a second major and cannot complete the required courses in less than 140 units may submit a request for an exception to the department chair and dean.

PASSED – April 27, 2010 – Academic Senate

APPROVED – May 10, 2010 – President Richmond