



ADMINISTRATIVE MEMORANDUM

VPAA 10-04

September 17th, 2010

SUBJECT: Policy on Changes in Majors

DISTRIBUTION: All Faculty, Staff, and Administrative Offices

Students are not permitted to change majors after they have earned 90 units, unless the new major can be completed in less than 140 total units. Students changing majors after having earned 90 units are required to complete a new major contract before completing additional units beyond 90.

Students who choose to change majors 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