

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 8716S

Date of Senate Approval 04/14/16

Statement of Faculty Senate Action:

APC Document 75: **Add registration hold language to major declaration policy**

Effective Date: Fall 2016

1. **Delete:** On page 51-52, the entry for the major declaration policy:

Declaration of Major

Students may declare majors at any time that they have reached a decision and prerequisites are met. However, after earning 60 semester hours, students are required to declare a major by registering with the chair of the chosen department. The department chair gives written notice to the Office of the Registrar and assigns the student an advisor within the department. Students proceed according to the requirements of the catalog in effect at the time of their formal declaration, although prior work in major fields is not invalidated. Before declaring a major, students must satisfy the LANG 120 requirement. If changing majors or concentrations within a major, students must meet any new requirements of the catalog in effect at the time of the change, subject to such exceptions in favor of the earlier catalog as the chair of the major department and the Vice Chancellor for Academic Affairs may approve. Only enrolled degree-seeking students and post-baccalaureate students seeking a certificate of major may declare majors.

Add: On page 51-52, in place of the deleted:

Declaration of Major

Students may declare a major once they have completed LANG 120 and satisfied any departmental prerequisite requirements. However, students are *required* to declare a major once they have earned 60 semester hours. Students who do not declare a major after earning 60 semester hours will have a hold placed on their records that prevents registration.

Students initiate the declaration process by contacting the chair/program director of their chosen department. Together, they complete a Major Declaration form that is then submitted to the Office of the Registrar in OneStop Student Services.

Students are subject to the major and concentration requirements in effect at the time they declare, or change, their major or major concentration. Only enrolled degree-seeking students and post-baccalaureate students seeking a certificate of major may declare majors.

Impact: There is no current business practice that enforces the policy for declaring a major after students earn 60 semester hours. A hold preventing registration will ensure students declare their major in a timely manner.

Approximately one month prior to the start of a registration period, the Office of the Registrar will contact all students who have earned 60 hours but have not yet declared a major. Within the week prior to the start of registration, holds will be applied to the records of the students who have not declared their major. Once the major declaration is recorded, the hold is removed allowing the student to register.

Rationale: When students have a declared major and an official faculty advisor within their major, they tend to be more persistent toward graduation. Advising and course selection during registration is more accurate, and GradPlan can be better utilized for applicability of degree requirements.

Also, federal financial aid is dependent on satisfactory academic progress toward completion of a degree. Having a declared major allows for better tracking of this progress.

As of February 4, 2016:

Number of undeclared Juniors, admitted fall 2015 or earlier = 213

Number of undeclared Seniors, admitted fall 2015 or earlier = 52

Number of undeclared Juniors & Seniors, admitted spring 2016 = 73