

MAJORS, MINORS, CHANGE OF MAJOR, & SUBSTITUTION/WAIVER

Major Program

The required courses and their sequence are established by academic departments and endorsed by the faculty of the University. Individual major program requirements for graduation are those in effect at the time of the student's initial enrollment. Changes in major requirements will apply provided they do not require a student to enroll in more than a normal course load in any semester or do not prolong the time required to complete degree requirements. Academic department chairs have authority to waive or provide substitute coursework for major requirements.

Double Major

Any student, who so desires, may fulfill the requirements for more than one academic major, and both majors will be listed on the student's transcript. However, the student will be issued only one degree and must notify the Registrar which degree is to be awarded at commencement. General education requirements must only be met once.

Minor Programs

Students who wish to declare a minor may do so by fulfilling the requirements determined by the appropriate academic department. Minors require from fifteen to twenty-seven (15-27) credit hours. Successful completion of a minor will be listed on the student's transcript. A student can formally declare a minor by notifying the Registrar's Office.

Change in Major, Minor, or Degree

Students may, at any time, change their major or minor with the advice of an academic advisor. Students who wish to change their major program must first obtain the *Change of Major* form from the Academic Advising Office. The form requires the approval of the current major advisor and the advisor for the new program of study. (First semester freshman will go through the process during their ACAF 110 Foundations I: Bona Ventura Cosmic Journey course).

Special Change of Major Requirements - College of Education

Current University of St. Francis students with 45 or more credit hours intending to change their major in order to pursue teacher licensure must have an overall grade point average of at least 2.5 on a 4.0 scale – cumulative of all institutions previously attended.

Substitution/Waiver from Curricular Requirements

A waiver from a curricular requirement does not confer an equivalent amount of credit or lower the credit-hour requirement for graduation. All substitutions or waivers must be approved by the Dean of the college in which the requested course is housed (or the Chair of the General Education Committee if a General Education course) and the Dean of the college in which your major is housed (if applicable).