

**Committee on Educational Policy**  
**Policy on Major Declaration Process and Deadlines**

1. a) If a student in a proposed major tries to declare when the campus declaration deadline is imminent (i.e. in their sixth quarter, for students admitted as frosh), programs have to either allow them into the major, deny them admission, or set conditions (e.g. completion of some courses with certain grades) that will be resolved within at most one more enrolled quarter, even if they have not completed major qualification (MQ) courses.
- b) If a student completes major qualification courses but does not meet the major qualification criteria, and appeals, the department may accept or reject the appeal or place conditions on the student that will be resolved within at most one more enrolled quarter.
2. Conditions placed on students appealing MQ ineligibility must be based on courses that fulfill requirements for the major. Conditions must present a feasible enrollment plan for the quarter.
3. Departments may require students to complete non-course requirements (e.g. meet with a faculty member or attend a workshop) before they can declare the major. They may also require that students complete the course requirements to declare the major by the campus declaration deadline. If some of the non-course requirements remain incomplete by the deadline, the student must be allowed to declare the major by the major declaration deadline in the next academic term (excluding summer), without appeal.
4. Departments are encouraged to work with their divisional curricular analysts to try to develop reports that find students who are proposed in their majors and who have completed their major qualification courses but are not eligible to declare. The report can be run every term, and students who are not eligible can be informed by the department that they have to appeal to get into their major. If they do not appeal or if the appeal is rejected, their status may be changed to Undeclared.

Approved by the Committee on Educational Policy on May 20, 2019, and amended on October 2, and November 20, 2019