



Executive Vice Chancellor
and University Provost

205 East 42nd Street
New York, NY 10017
Tel: 646-664-8075
Fax: 646-664-2967
academicaffairs@cuny.edu

MEMORANDUM

Date: November 27, 2017
To: The Presidents of the Colleges and Deans of the Schools
From: Executive Vice Chancellor and University Provost Vita C. Rabinowitz
Subject: **Policy on the Declaration of Majors**

The purpose of this policy is to establish guidelines for declaring a major for undergraduate programs, thereby facilitating timely progress to degree completion and compliance with financial aid requirements that all courses taken contribute to degree completion. This policy is intended to reflect the University's commitment to the student success goals described in the University's Strategic Framework, Connected CUNY, and the requirements of New York State's Tuition Assistance Program (TAP).

Academic practices at colleges/schools of City University of New York (CUNY) permit entering students to defer declaring a major until a later time in their course of study. In such instances, students usually take courses in a variety of disciplines that are common to many degree programs (i.e. general education and/or electives). Matriculated students who defer declaration of one or more of an institution's approved (registered) programs/major may be enrolled in undeclared major. **Students must declare a major by the time they have earned 30 credits in an associate degree program or 60 credits in a baccalaureate degree program, so that they are able to complete the degree in a timely fashion.** In each case, the academic record for the student must designate the student's enrollment in a program/major that has been registered by the New York State Education Department and appears on the Inventory of Registered Programs. In addition, registered coursework must be applicable to the student's degree requirements, which include the general education curriculum, major requirements, minor requirements if applicable, and electives if they are needed to reach the number of credits required for degree completion.

Whereas a declaration must be made at specified points as noted above, students are, of course, free to change their choice of major. A student who has earned 30 credits towards an associate degree or 60 credits towards a baccalaureate degree and has not declared a major shall have a hold put on his/her registration, and as such will not be able to register for courses until the student has declared a major. Some degree programs may have additional requirements for declaring a major, as identified in the College catalog.

If there are any questions about this memorandum and the procedures, please contact University Executive Registrar Vivek Upadhyay at Vivek.Upadhyay@cuny.edu

Cc: Chancellor James B. Milliken
Chancellor's Cabinet
Senior Vice Chancellor and Chief Financial Officer Matthew Sapienza
University Executive Registrar Vivek Upadhyay
University Executive Director of Enrollment Strategy and Management Clare Norton
University Associate Provost for Academic Affairs David Crook
University Office of Student Financial Aid
Office of the University Controller
The Chief Academic Officers of the Colleges
The Vice Presidents of the Colleges
The College Registrars
The College Directors of Student Financial Aid
The College Bursars