A. INTRODUCTION

The University of Colorado Denver does not currently have a policy on declaring a major and, therefore, some students wait to declare a major late into their academic careers. This may prevent them from graduating within a reasonable timeframe and result in a negative impact on financial aid.

The purpose of this policy is to establish rules requiring all non-transfer and readmitted undeclared undergraduate students to declare a major before the completion of 45 credits. All readmitted students who have completed 45 credits or more must declare a major before or during their second semester. This policy also addresses major declaration requirements for transfer students.
All undeclared transfer students who transfer in with less than 45 credits must declare a major before the completion of 45 credits. All undeclared transfer students who transfer in with 45 credits or more must declare a major before the start of or during their second semester. An end-dated extension may be allowed with justification or rationale submitted to the Registrar’s Office by the student’s assigned academic advisor.

B. WORKING DEFINITIONS

Undeclared Undergraduate Students are defined as students who have been admitted into one of the undeclared programs listed in Appendix B.

Completion of 45 credits will be considered in the semester when students are projected to complete 45 credit hours.

Non-transfer—students who began at CU Denver as new freshmen.

Readmitted—students who have previously attended CU Denver and have not been enrolled within the past 3 semesters.

Transfer—students who transfer into CU Denver after attending at least one other College/University.

C. POLICY STATEMENT

1. All non-transfer and readmitted students in undeclared majors must declare a major in the semester during which they are projected to complete 45 credits at CU Denver.

2. All readmitted students who have completed 45 credits or more must declare a major before the start of their second semester.

3. All undeclared transfer students who transfer in with less than 45 credits must declare a major in the semester during which they are projected to complete 45 credits at CU Denver.

4. All undeclared transfer students who transfer in with 45 credits or more must declare a major before the start of their second semester.

D. EXCEPTIONS

1. Students who are sponsored by a third party must receive prior approval from their sponsoring organization for the major they wish to declare. Sponsor approval for declared majors should be sent to sponsorservices@ucdenver.edu.

   a) Once received, the Sponsored Student Coordinator will notify the Registrar to update the student’s record with the approved declared major.

2. An end-dated extension may be allowed with justification or rationale submitted to
the Registrar’s Office by the student’s academic advisor.

Notes

1. Dates of official enactment and amendments:
   Adopted/Approved by XXXXXX on Date.
   Updated and amended on Date.

2. History:

   Example. Amended on XXXXXX to reflect a campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date: Insert Date.

4. Cross References/Appendix:
   • Appendix A: Advising Contact List
   • Appendix B: Impacted Degree-Seeking Undeclared Major Plans