**California State University, San Bernardino Administrative Procedure**



**Undergraduate Pathway to Graduation**

1. **Declaring a Major**

Students are encouraged to declare a major early in their academic career. Students are permitted to declare one major and one minor prior to reaching Junior status. In order to declare or change a major or minor, students should process a “Change of Major” form (<https://www.csusb.edu/sites/csusb/files/Change%20of%20Major%20%5BPDF%20format%5D.pdf>). Major requirements include lower-division and upper-division courses in both general education and the declared major. Majors require a minimum of 180-quarter (120 semester) units. Students are encouraged to meet regularly with their university advisor to ensure that the degree requirements are met prior to the intended term of graduation (see Graduation Check below).

Students must declare a major by 90 baccalaureate quarter units (60 semester units). Transfer student must select a major before completing their junior year (135 total quarter units or 90 total semester units). [*Current Bulletin Academic Regulations and Standards– “All CSUSB students with fewer than 70 quarter units must declare a major by the time they achieve junior class status (90 quarter units). Students transferring to CSUSB with 70 or more quarter units are strongly encouraged to declare a major when they matriculate.”* [*http://bulletin.csusb.edu/academic-regulations/*](http://bulletin.csusb.edu/academic-regulations/)]

Those who do not will not be allowed to enroll in classes until they have met with an advisor in Undergraduate Studies (<https://www.csusb.edu/advising>). To assist student selecting a major, students should read the major’s description in the University Bulletin (<http://bulletin.csusb.edu/programs-az/>), talk with an advisor (<https://www.csusb.edu/advising/services/who-my-advisor>), and visit the university Career Center (<https://www.csusb.edu/career-center>).

1. **Changing**

Student may change a major by completing the “Change of Major” form found (<https://www.csusb.edu/sites/csusb/files/Change%20of%20Major%20%5BPDF%20format%5D.pdf>). Students may change academic major only if they submit a plan approved by a designated faculty/professional advisor and the chair of the new degree program demonstrating that all degree objectives (including the additional units) will be completed within the 120% maximum total unit limit (216 Quarter Units and 144 Semester units).

1. **Graduation Check**

Students must file a graduation requirement check one year prior to the term of their expected graduation (<https://www.csusb.edu/registrar/evaluations/graduation-requirement-check>). Students should not request the graduate check until they have accumulated 135-quarter units toward their degree. This may include work in progress. [*Bulletin – “Undergraduate students must request a Graduation Requirement Check (Grad Check) at the Office of the Registrar (UH-171) when they have completed 135 units towards their degree. Graduate students must request a Grad Check at least one term prior to their expected graduation.”*]

Students who have not filed to graduate by the time they have earned 75% of the units required for the degree in their declared primary major must file to graduate and submit a plan to graduate within the maximum unit limits defined in this policy. Students requesting an exception (e.g., additional majors, minors, certificates) to the limits in this policy should file a “Waiver of University Regulations of Academic Policy” form (<https://www.csusb.edu/sites/csusb/files/Petition%20to%20Waive%20University%20Regulations%205-30-2017.pdf>). The appeal must include a rationale and the extension, an advisor-approved plan to graduate and approval of the department chair. Such policy is *not* intended to restrict academic exploration or limit access to multiple majors or degrees, but to encourage students to take a thoughtful approach to their education. [*Bulletin – no addtitaionl requirements/process except, “To avoid late fees, the Grad Check should be filed by the established deadlines”*]

If the exception to the 120% maximum units is not approved, future enrollment will be subject to restrictions. If a student has met the requirments and completed all the units to complete a major, a degree in that major will be conferred regardless of whether that major was declared. If the student has not met the requirements or completed all the units in a major, enrollment will be restricted to courses required to graduate in the major for which graduation is most likely to occur in a reasonable time. These procedural steps will be overseen by the Office of the Associate Dean of Undergraduate Studies with the goal of encouraging timely graduation and helping students in these situations transition from university to post-graduate life. [*Bulletin – no listed exception process for graduation check.*]

1. **Presidential Action**

Student who have completed all their requirements to graduate, but have not yet filed a graduation check, may be graduated by the Office of the Registrar and assigned a graduation check fee. Students will be notified by their csusb email and have 15 business days to appeal the decision to remain enrolled.

**Figure 1 – Flow Chart**