

## Undergraduate Pathway to Graduation

### 1. Declaring a Major

Students are encouraged to declare a major earlier in their academic career. Major requirements include lower-division and upper-division courses in both general education and the declared major. All majors require a minimum of 180-quarter units, although some require more (see Table 1). Students who have declared a major are encouraged to meet regularly with their university advisor to ensure that the degree requirements are met prior to the intended quarter of graduation (see Graduation Check below).

Students must declare a major by 90 baccalaureate units. Transfer student who transfer the maximum 105-quarter units must select a major before completing their junior year (135total quarter 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/>]

Those who do not will not be allowed to enroll in classes until they have met with an advisor in Undergraduate Studies. To assist student selecting a major, students should read the major’s description in the University Bulletin, talk with an advisor, and visit the university Career Center.

### 2. Changing Major

Student may change a major by completing the “Change of Major” form found in Undergraduate Studies. 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 will be completed within the 120% maximum total quarter unit limit (see Table 1 below). Any additional degree objectives (e.g., second majors, minors, certificates) must also be able to be completed within the additional units allowed.

Table 1: Degree Unit Requirement with 120% Maximum Allowable Unit Limits

Selected Degree Program Examples	Minimum Units to Selected Degree	Maximum units within 120% rule
BA Administration Management	180	216
BS in Computer Engineering	187	224
BA Liberal Studies Integrated Track	201	241

[*Bulletin – no listed requirements for changing major.*]

### 3. Graduation Check

Students must file a graduation requirement check (graduate check) prior to the end of the term of their expected graduation. 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. 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 additional 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 requirements 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.*]

**Figure 1 – Flow Chart**

