

John Carroll University Educational Policy Proposal

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Authors/Sponsors: University Committee on Educational Policies

Policy Name: Major Declaration and Internal Transfer

Time Sensitivity: Part of *Undergraduate Bulletin* revision cycle

- **Current University Policy**

In the *Undergraduate Bulletin* under Education In Depth—The Major:

Degree candidates must choose a department of instruction in which they will undertake a program of concentrated study. This choice should be made before the end of the sophomore year or once the student has earned 45 credits. Transfer students are eligible to declare a major once they complete a semester at John Carroll and/or have earned 45 credits, including transfer credits. Students majoring in one of the natural sciences, business, or education, however, usually select their major in their first year. Some other departments also encourage early determination. Later choice may result in prolonged completion of the degree program.

Students apply to the department of their choice to request acceptance into a major by completing and returning an Application for Undergraduate Major Declaration, an online form available on the webpage of the Office of the Registrar. The application may be accepted, conditionally accepted, or rejected by the department. Only after formal acceptance are students considered majors. Thereafter, they must be guided in selection of their courses in their program by the department chair or an advisor appointed by the chair.

The dean and the chair of the major department may refuse the application for a given major of a student who has not shown sufficient promise in that particular subject. If a department grants only conditional acceptance, it may reject the student as a major at the beginning of the second semester of the junior year or after the student completes six credit hours of upper-division work in the department or upon evidence of continued academic deficiency. Any change affecting the fulfillment of major requirements must be requested through an Academic Petition and approved by the department chair.

Students are held to major requirements in force at the time of their acceptance into the major. If after this they change their curriculum or

their major for any reason, they are held to the major requirements in force at the time of acceptance into the new major.

In the *Undergraduate Bulletin* under Applying for Admission (Boler)

All potential students seeking undergraduate admission to the University apply through the Office of Admission. Interested students may request admission directly to the Boler College of Business by so designating on the Common Application, or by denoting an intention to be admitted to Boler when registering for summer new student orientation.

Students enrolled in the College of Arts and Sciences who wish to apply to transfer to the Boler College must have an overall GPA of 2.0 or higher, and must complete AC 201, EC 201, and MT 130 with a minimum grade of C. If any of these courses are transferred into John Carroll from other institutions, then a minimum grade of C must be attained in at least 6 hours of coursework in the Boler College of Business.

Interested students should complete the Declaration of Major through the Registrar's website and submit it to their academic advisor. After reviewing credentials, the Boler College Dean's Office will advise students whether they are (a) accepted, (b) deferred, or (c) conditionally accepted. Applications for transfer to Boler must be received by December 1 for consideration for spring enrollment, and by May 1 for consideration for fall enrollment. Please note that students not formally declared in Boler may not take more than 30 credit hours of Boler courses. Students should allow a minimum of six semesters (which could include a summer semester) to complete the requirements of the Boler core and major.

On the College of Arts and Sciences Self Designed Major and Minor application form, posted on the CAS webpage:

The College of Arts and Sciences supports optional self-designed majors and minors for students with an expressed interest in an area of study not otherwise available at JCU. While the traditional departmental majors and minors are the backbone of the University, there are times when cross-disciplinary and interdisciplinary majors and minors are both possible and desirable. These majors or minors may take advantage of the opportunity for cross registration at other local universities, though the first priority is to draw upon the facilities and the expertise at John Carroll University.

- **Revised and New University Policy**

The Major

Bachelor degree candidates must choose a department of instruction in which they will undertake a major program of study. Incoming students may declare a major at the point of matriculation. All students must declare their major by the completion of 45 credit hours, including transfer credits. After the completion of 45 credit hours, or two semesters at John Carroll, students will meet with their major advisor and/or department chair to discuss their academic progress in the major. This meeting will typically occur in the spring semester of their second year before the Registration period for the upcoming fall term. Students with junior class standing who do not have a declared major will receive a registration hold, which they can resolve by making an academic plan for major declaration in consultation with the Office of Academic Success, the Boler College of Business Dean's Office, or the intended major department. In addition, students must have a declared major before they can add additional programs of study, such as a minor.

For timely degree completion, students planning to declare science, business, or education majors should start taking courses in those areas in the first year. Declared majors are guided in the selection of their courses in their program by the department chair or an advisor appointed by the chair.

Continuation in some majors requires the successful completion of particular courses and a minimum grade point average. Specific major requirements are described in the *Bulletin's* department sections. Departments will monitor students' academic progress in their majors and may assign a probationary status or remove a student from a major who has not met program requirements or who has shown academic deficiency in the major. For students declaring after matriculation, departments may assign a conditional admission status or deny a student as a major who has not met program admission requirements at the 45-credit hour mark or who has shown continued academic deficiency in the major. Students denied entrance into a major, or who are removed from a major, are not permitted to register for major courses. These students must establish an academic plan for a new major in consultation with the department of the intending major, the Office of Academic Success, or the Boler College of Business Dean's Office.

Students who do not declare a major at matriculation, or who want to change majors, must complete an Application for Undergraduate Major Declaration. This online form is available by logging into their Student Profile. Students changing majors also must complete a Removal of Major form found on the Registrar's webpage.

Students are held to major requirements as outlined in their *Bulletin* year of entry to the University. Any change affecting the fulfillment of major requirements must be requested through an academic petition and approved by the respective department chair.

Self-Designed Major and Minor

The University supports optional Self-Designed majors and minors for students who express interest in an area of study not otherwise available at John Carroll. While traditional departmental majors and minors are the backbone of the University, there are times when cross-disciplinary and interdisciplinary majors and minors are both possible and desirable. The major or minor should be proposed and approved during the student's sophomore year. Information and guidelines are available on the Registrar's webpage.

Interdisciplinary Programs of Study

Students who pursue an interdisciplinary major, minor, or concentration must complete an Interdisciplinary Major/Minor/Concentration Audit form, available on the webpage of the Office of the Registrar. The respective department chair or interdisciplinary coordinator completes and approves the audit form, which the student returns to the Registrar's Office. Students are advised to submit their audit form early in their college career to facilitate meaningful academic planning and degree progress.

Program of Study Changes

Students must drop any declared major, minor, or concentration they do not intend to complete. Failure to complete a declared program of study does not remove the respective major, minor, or concentration from the student's academic record. Students drop declared programs by completing a Remove a Major, Minor, or Concentration form, available on the webpage of the Office of the Registrar, and returning it to the respective department. Students will want to drop programs of study they do not wish to complete in order to ensure accurate auditing of their progress toward degree completion.

Internal Transfer

New students enter the University in the College of Arts and Sciences or Boler College of Business. Prospective business majors may request direct admission to the Boler College of Business. To request admission to Boler, students communicate this intention on 1) the Common Application or 2) the registration form for New Student Orientation prior to matriculation.

Enrolled students who wish to transfer between colleges (College of Arts and Sciences and Boler College of Business) should meet with their current academic advisor and the respective department chair in the college of transfer to discuss a plan for successful transition. After these consultations, students should complete Major Declaration (and Removal) forms, available on the webpage of the Office of the Registrar, to initiate their request for internal transfer. Continued admission to some majors will require the satisfactory completion of program entrance requirements.

Students enrolled in the College of Arts and Sciences who wish to apply to transfer to the Boler College of Business must have an overall grade point average of 2.0 or higher, and must complete AC 201, EC 201, and MT 130 with a minimum grade of C. If any of these courses are transferred into John Carroll from other institutions, then a minimum grade of C must be attained in at least 6 hours of coursework in the Boler College of Business. The Boler College Dean's Office will advise students whether they are accepted, conditionally accepted, or denied.

Applications for transfer between colleges must be received by December 1 for consideration for spring enrollment, and by May 1 for fall enrollment. Boler students seeking admission into the College of Arts and Sciences will have their major application reviewed by the department chair of **the new major**. Prospective Arts and Sciences students should review the departmental pages in the *Bulletin* for information on any pre-requisite requirements and guidelines.

Students not formally declared in Boler may not take more than 30 credit hours of Boler courses. Students normally take six terms to complete business core and major requirements in the Boler College.

- **Rationale and Discussion**

The revised Major Declaration and Internal Transfer policies include current University policy language. However, the revised policies have been expanded to address the following: timing of declaration; outcomes of unsuccessful major applications and/or academic progress in the major; potential consequence of non-declaration; non-traditional programs of study; relevant procedures; and guidelines for transfer between the University's two colleges.

The revised language encourages timely major declaration, and by extension, degree completion. Students may declare a major at the time of matriculation. They must do so by the completion of 45 credit hours. Sophomore-year declaration is recommended before Priority Registration for fall (of the junior year). Of note, students complete major requirements according to their *Bulletin* of entry into the University.

To promote satisfactory academic progress, an advisor check-in at the completion of 45 hours and/or two semesters at John Carroll has also been added to ensure students who are not meeting program requirements do not continue taking classes in the major. The possibility of removal from the major if students are not meeting requirements has also been added.

Critical procedural information has been added. For instance, students must have a declared, primary major before they can declare a minor. Banner will not permit students to do otherwise. Interdisciplinary and self-designed programs require a different set of actions in the declaration process. Also, students must drop uncompleted programs to ensure the accurate auditing toward degree completion. Communication of these procedures better informs students of their options and responsibilities and minimizes advisor and faculty confusion.

The Internal Transfer policy provides guidelines for program reassignment between the College of Arts and Sciences and Boler College of Business. The major declaration process and consultation with department chairs are the primary means for transfer.

- **Implementation Timeline, Budget, and Recommendations**

The implementation effective would be for the 2020–2021 *Undergraduate Bulletin*. No budget implications were identified.

Departments will be asked to include requirements for continuation in the major in their respective Bulletin sections and University webpages.

The Registrar's Office would audit Bulletin sections and University web pages containing information on major declaration in order to ensure consistency. The Registrar's Office will also work with department chairs to manage course enrollment for majors. UCEP also recommends the creation of ARGOS reports for chairs that will enable efficient monitoring of students in their major. Such reports include: GPAs for all majors and grades in particular courses at the end of the year. Additionally, UCEP recommends that advising support be provided for faculty on how to advise and counsel students who may need to change majors.

The new policies would be included in relevant University documents and online information sources, such as the *Undergraduate Bulletin*, Self Designed Major and Minor form, etc. The UCEP, Center for Teaching and Learning, and Associate Deans could foster information sessions with department chairs on the major application process, including specific discussion on conditional and denied applications and internal transfer.