



Major Requirements

No. 6340

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Policy Owner:
Cyril Clarke

Policy Author: (*Contact Person*)
Rick Sparks

Affected Parties:
Undergraduate
Graduate
Faculty
Staff
Other

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1.0 Purpose

2.0 Policy

Because some students, who are not admitted into a restricted major, still attempt to obtain that degree by completing the degree requirements, and advising and monitoring of progress toward a degree in a major can only be done adequately by a course advisor in that major, it is required that before the senior year, with a minimum of 30 semester hours before graduation, students must be enrolled in the major in which a degree is to be awarded. Students seeking a double major must also be accepted into the double major before the second major is awarded.

2.1 Changing a Major

Changes from one degree program to another (i.e., changes in major) or the addition of a second major may sometimes imply extra course work, which can delay graduation, but changes or additions in most instances require no particular qualifications on the part of the student. They usually can be accomplished at any time prior to the senior year, simply by working with one's academic advisor and informing the head(s) of the department(s) and the dean(s) of the college(s) in question.

A major (or second major) cannot be selected after the beginning of the senior year.

All students must earn 25% of credits required for a degree from Virginia Tech.

2.2 Requirements in a Major

The requirements in a major consist of:

- specifically designated courses (all of which must be completed),
- restricted (structured) electives from which a minimum number of courses and or patterns must be completed, and
- electives that are to be chosen from courses in the department not used for specific requirements or restricted electives and not prohibited for majors in the department.

Deans of the academic colleges are empowered to approve substitutions and waivers for students who are pursuing degree programs in their college.



3.0 Procedures

3.1 Changing Majors

The procedure for changing majors is as follows:

1. Secure "Application for Change in Curriculum" form from dean for new curriculum.
2. Follow instructions on "Application for Change in Curriculum" form.

3.2 Internal Transfer

Colleges and/or departments may seek approval to restrict entry into their disciplines. Requests for restrictions must be proposed by the department and forwarded to the college curricula committee. The proposal must include rationale for the restrictions and supporting documentation as well as a letter of support from the college dean. If approved, the request is forwarded to the Commission on Undergraduate Studies (CUS) for recommendation to the University Provost. Approval by the University Provost may be for a period of no less than one year and no more than five years. A "Restricted Major" List is available for viewing on the University Registrar Website. Refer to Policy 6350, "Internal Transfers and Restricted Curricula."

4.0 Definitions

5.0 References

Policy Memorandum No. 77, "Enrollment for Degree," approved by University Council and the President, April 6, 1987 and issued August 6, 1987.

Policy Memorandum No. 183, "Virginia Tech Credits Required for the Awarding of a Degree," approved by University Council and the President, February 2, 1998.

Policy Memorandum No. 109, "guidelines for Undergraduate Degree Requirement Changes," approved by University Council and the President, May 3, 1990.

Policy Memorandum No. 115, "Internal Transfer of Students," approved by University Council and the President, April 11, 1991.

6.0 Approval and Revisions

Approved January 9, 1990 by University Registrar, Wanda Dean.

- Revision 1

Section 2.1. Revised percentage of required credits.

Section 3.2. Added when proposals can be initiated or revised.



Virginia Polytechnic Institute and State University

Added Section 3.3, Internal Transfer.

Section 5. Added items 2, 3 and 4.

Approved January 12, 1999 by Vice Provost for Academic Affairs, David R. Ford.

- Revision 2

Section 2.1. Removed reference to a “common census date” for making application for changing majors or adding a minor.

Section 3.2. “Changing Major Requirements” deleted from policy and added to policy 6815 “Undergraduate Education.” Section 3.3 “Internal Transfer” renumbered to Section 3.2.

Section 3.2 “Internal Transfer” - Information on “Restricted Major” List added to policy.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.