



## 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

**1.0 Purpose**  
**2.0 Policy**  
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### 1.0 Purpose

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, that can only be done adequately by a course advisor in that major.

### 2.0 Policy

Before the senior year, or with a minimum of 30 semester hours before graduation, students must be enrolled in the major(s) in which a degree is to be awarded. Students seeking a double major must also be accepted into the second major by the academic department before the second major is awarded.

### 2.1 Changing a Major

Although changes from one degree program to another (i.e., changes in major) or the addition of a second major or minor may sometimes imply extra course work, which can delay graduation, changes or additions in most instances require no particular qualifications on the part of the student. They usually can be accomplished 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.

At least twenty-five percent of the credit hours required for a student's degree must be taken at 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

Students can request a new primary major through Hokie Spa during a change of major window each semester. There are three common change of major times every year, fall, spring and summer. Each respective college facilitates its own process to determine if it will accept the student into the major and is responsible for notifying the students.

Requests for adding second majors or adding a minor are processed based on the respective college's established procedures. Students should consult their Academic Dean's office for the college's procedures for declaring a second major or minor.

### 3.2 Internal Transfer

Colleges and/or departments may 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 and Policies (CUSP) 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. Refer to Policy 6350, "Internal Transfers and Restricted Curricula."

Students should be aware that there are some academic majors and programs within the university that are restricted. Students seeking entrance into such restricted programs should consult the appropriate department. A list of "Restricted Major and Programs" is available for viewing on the University Registrar Website.

#### 3.2.1 College Program Restrictions Procedures

Colleges or departments that wish to restrict internal transfers or to restrict the total number of students in their program must do the following:

1. Submit a proposal for doing so, to be sequentially approved as follows:
  - approval by the department/program;
  - approval by the college curriculum committee, particularly with regard to the impact of this restriction on other college programs;
  - approval by the College Dean, particularly with regard to the issue of resource allocation;
  - 30-day review;
  - approval by Commission on Undergraduate Studies and Policies, particularly with regard to the impact of this restriction on other university programs;
  - approval by the Provost.
2. The proposal shall conform to the following format:
  - a. Context: Describe trends in enrollment, explain what is to be restricted, state whether there are minors that are appropriate if students are not eligible for a restricted enrollment, and discuss questions of resources. This should be accompanied by a letter of endorsement from the Dean(s) of the department/program's college(s) which specifically addresses the relevant resource problems.
  - b. Rationale: What is the reason these restrictions are being requested?



- c. Criteria for Enrollment: What are the criteria a student must meet in order to gain entry to this program, and what is the rationale for these criteria? Who shall decide if a student is to be enrolled? This should be accompanied by any forms a student is to file.
- d. Other Programs Affected: What other programs are affected by this request? Have they been involved or consulted? This should be accompanied by letters of support.
- e. Method of Communication to Students: How will students find out that this program is restricted, what the criteria for enrollment are, and how one applies for enrollment?
- f. Contingency: How does the program plan to deal with possible elasticity of supply and demand?
- g. Dates: This should include the date which the policy is to go into effect, and approximate date(s) during the academic year when applications are both due and considered,

## 4.0 Definitions

## 5.0 References

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

## 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.
  - 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.

- Revision 3
  - Realigned language in section 2.0 to section 1.0
  - Revised section 3.1 to reflect current practices related to using Hokie Spa for changing majors and the respective college's established procedures for adding second majors or adding a minor.
  - Revised section 3.2 to reflect current practices related to restricted majors and programs.

Approved November 21, 2022 by the University Registrar, Rick Sparks.