Policy Id:
Reg.003 – Change or Declare a Major/Minor

Contact:
Office of Registrar

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**CHANGE/ DECLARE A MAJOR/MINOR**

**DECLARE A MAJOR POLICY**

*Undergraduate Students*
All entering students are assigned to a major they specified on their admission applications. It is important that students take courses as assigned in their degree. Taking courses not assigned to the major could affect students’ eligibility for financial aid, the graduation date, and be limited to the classes the student can take.

*Graduate Students*
All entering students are assigned to the program of study specified on the admissions application. For program of study which contains specializations, students may declare the specialization before taking the Comprehensive Review Examination or beginning the Graduate Thesis.

**DOUBLE MAJORS**
Beginning fall 2013, undergraduate students are permitted to declare double majors. Undergraduate students must have earned at least 12 John Jay College credits and earned at least a 2.0 cumulative grade point average. No more than six credits of courses may be shared by (credited to) both majors. Double majors are permitted when students elect majors that are 45 credits or less. Forensic Science and Computer Information Systems majors are not permitted for double major.

Students who have declared double major must complete both majors upon filing for graduation. In the event that students who apply for graduation when only one major is completed, then only one major will be conferred. Students cannot continue on after the degree is conferred.

**CONFIRMATION OF A MAJOR**

**Policy**
Undergraduate students who have earned 45-100 credits are required to complete a confirmation of major process during every spring semester in preparation for summer and fall registration. A registration stop will be placed on the student’s record. Students must complete the process of confirming their major before course registration for a subsequent semester. This policy is in place to ensure that undergraduate students are aware of the degree program they are pursuing or change their major if necessary. New undergraduate transfer and new undergraduate readmit students are not required to complete this process for the first semester they attend. This policy does not apply to graduate students.

**Procedure**
Please see Change of Major Procedure in the following section for instructions to complete the confirmation process.

**CHANGE A MAJOR**

**Policy**
Upon admissions to the college, all current students may change their major once per semester. Students should note that changing a major may affect the eligibility for financial aid.

**From Associate Degree to a Bachelors Degree**
Students need to have earned 12 credits or more at John Jay, pass all the placement exams, and achieve a 2.00 GPA or better. Students who need to complete one or more of the remedial courses and is under a four
year degree must change their Bachelors Degree to an Associate Degree in order to take the remedial courses.

**From Bachelors Degree to an Associate Degree**
Students currently enrolled in a Bachelors Degree may change to an Associate Degree if students have not completed more than 90 credits. Students should note that they can still earn an Associates Degree while maintaining a Bachelors Degree on file. Students who need to take remedial courses must change to an Associate Degree.

**From Associate Degree to an Associate Degree**
Students currently enrolled in an Associate Degree may change to another Associate Degree. There are no specific academic requirements for changing from one Associate Degree to another Associate Degree. However, students' financial aid eligibility and rate of academic progress may be affected with the change.

**From Bachelors Degree to a Bachelors Degree**
Students currently enrolled in a Bachelors Degree may change to another Bachelors Degree. There are no specific academic requirements for changing from one Bachelors Degree to another. However, students’ financial aid eligibility and rate of academic progress may be affected with the change.

**Procedure**
Students can change their majors by prescribing any of the options below based on their status.

**Undergraduate Students**

**Online**
Students can log on to the Jay Stop website to complete the Change of Major online application. Completed online applications are generally processed within 48 hours; therefore, students should not anticipate an immediate change to their records once they submit their application. Students are only allowed to change their majors once every semester.

Because of online processing, students who submit a Change of Major online will not be able to access the Declaration of Intent to Complete a Minor until the Change of Major is processed. Similarly, students who have submitted a Declaration of Intent to Complete a Minor will not be able to access the Change of Major application until the Declaration of Intent to Complete a Minor is processed.

**In-Person**
Students can apply for a confirmation/change of major at the Jay Express Services Counter. If the student is eligible for the application, the transaction will be completed on the same day. Students are only allowed to change their majors once every semester.

There are no telephone requests.

**Graduate Students**

**Online**
Students in the Master of Public Administration may apply for their graduate specialization online via the Jay Stop website. Completed online applications are generally processed within 48 hours. Online application is not available for Master of Arts in Criminal Justice or Master of Science in Protection Management.

**In-Person**
Students can apply for graduate specialization at the Jay Express Services Counter. Completed applications will be forwarded to the Registrar’s Office for processing. The process is generally completed in 2-5 business days; therefore, students should not anticipate an immediate change to their records once they submit their application.

By Mail
Students can apply for graduate specialization by mail. The application is available on the Jay Stop website. Completed applications should be mailed to the Registrar’s Office for processing. The process is generally completed in 2-5 business days; therefore, students should not anticipate an immediate change to their records once they submit their application.

ASSISTANCE IN DECLARING A MAJOR

Students who would like assistance in choosing a major can consult an advisor in the Office of Academic Advisement. To ensure rate of degree completion, students can also review the student degree audit by logging on to their Citizen CUNY account.

DECLARE A MINOR

Policy
A minor is a course of study that allows undergraduate students a second field of specialization. A minor is optional for students and is not required by any academic program. John Jay offers a wide range of minors. Undergraduate students who have fulfilled at least 18 earned credits with at least a B average or a 3.000 on a 4.000 scale within the specified curriculum. Not all courses offered within a department are applicable to a minor. Individual departments have a listing of acceptable courses on their department homepages. 100-level courses are not applicable to minors, although they may be pre-requisites to 200-, 300-, and 400-level courses. At least 50 percent of the credits in a minor must be taken at the College and at least two-thirds of the credits in a minor must be graded on a basis of grade of A to grade of F. Generally, 9 of the 18 credits of a minor can be used to satisfy both the minor and general education/major. Minor courses taken are generally considered electives. Review of the completion of the minor will be determined by the Registrar’s Office once students file for graduation. Minors may not be conferred retroactively upon students who have already graduated. Completion of a minor is noted on the student’s official transcript.

Procedure

Online
Students can declare the intent to complete a minor on the Jay Stop website. Completed online applications are generally processed within 48 hours; therefore, students should not anticipate an immediate change to their records once they submit their application.

Because of online processing, students who submit a Change of Major online will not be able to access the Declaration of Intent to Complete a Minor until the Change of Major is processed. Similarly, students who have submitted a Declaration of Intent to Complete a Minor will not be able to access the Change of Major application until the Declaration of Intent to Complete a Minor is processed.

In-Person
The Declaration of Minor application is available at the Jay Express Services Counter. Students who have completed the 18 credits requirement need to complete the application and seek the signature of the department chairperson. Once the form is completed and signed, the student must return the declaration form to the Jay Express Services Counter. Students who will complete their minor close to their graduation date should submit the application as soon as all their grades are posted so that proper notation can be
recorded on their transcript. However, once a student record is closed, minors cannot be applied to the academic record.