



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 7, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.33 -- CHANGE OF MAJOR

PURPOSE: The purpose of this policy is to explain the procedure for changing majors.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE: **Change a Major**

In order to change a major, a student must complete a “Major/Minor Change” form and submit it to the Registrar. The form may be obtained from the Registrar’s Office, the Advising Center, or on YHC Connect. The major will not be formally changed until the form is processed by the Registrar’s Office.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate VP for Academic Affairs	Review	2015

APPROVED BY:

/s/ Keith DeFoor	2.2.16
Associate VP for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Vice President for Academic Affairs	Date
/s/ Gary Myers	2.2.16
Chair, Academic Council	Date
/s/ Matthew Byron	3.2.16
President, Faculty Senate	Date

REVIEWED BY:

/s/ Tammy Gibson
Registrar

3.16.16
Date

APPROVED:

/s/ Cathy Cox
President

7.29.16
Date
