

THE
LeMoyne-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Declaration of Major	Effective Date: July 1, 2011	Policy Number: 01-1-013
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Student/Faculty/Division Chairs/Registrar	

I. Purpose and statement of operational policy underlying the procedure.

Students can declare a major in a given area of study upon completion of their freshman year or after earning 28 credit hours.

II. Applicability/Scope

All Students

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Files the Declaration of major form with their advisor	Upon completion of a minimum of 28 credit hours
Advisor	Signs off on submitted form	No later than one week after receipt
Student	Submits completed paperwork to the Records Office	No later than one week after receipt from advisor
Registrar	Enters data into Power Campus, student information system	No later than one week after receipt from student

IV. Related policies/References for more information

Authorizing Official: <u>Barbara J. Jupp</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	