

DECLARATION OF DOUBLE MAJOR

Student Name: Student I.D. Number:
Current/Primary Major Desired Second Major:
Current/Primary Major Advisor: Secondary Major Advisor:

For a student to declare a second major, they must work through the following Academic Planning process with their Current/Primary Major Advisor. This form must be completed and signed by the student and both advisors for the form to be approved and processed by the Student Records Office.

STEP 1: Please determine if you are eligible for a Double Major

- I have completed my First-Year requirements (Studio and H&S).
I have at least 30 credits remaining to complete my current degree requirements.
I am NOT in the Individualized, Architecture, Writing & Literature, or Visual Studies program.

All boxes above must be checked for a student to meet the minimum qualifications for a double major.

STEP 2: Advisors of both programs review an Academic Plan incorporating both majors with the student, in which the following concepts are reviewed:

- Which requirements remain to be completed for both majors.
When is the student's expected graduation term, if plan as outlined is followed? (term/year)
Attach documentation of Academic Plan

STEP 3: Student discusses implications of plan with other offices, as directed by advisor:

- Program Chairs
With the plan above, I have discussed the implications of adding this major with the student.

Primary Program Chair Signature:

Secondary Program Chair Signature:

Financial Aid (for Financial Aid recipients only)

- Based on the academic plan and the expected graduation date for the proposed double major, I have discussed the Financial Aid implications with the student.

Financial Aid Counselor Signature: OR Not Applicable (N/A)

ISS (for International Students only)

- Based on the academic plan and the expected graduation date for the proposed double major, I have met with the student to review the student's responsibility to complete a program extension in the proper timeline once the double major has been approved.

ISS Advisor Signature: OR Not Applicable (N/A)

STEP 4: Student reviews recommendations and final agreements with advisor.

- Student has obtained necessary signatures as noted above.
Once a student declares a double major, the student must complete the requirements for both, prior to participation in commencement ceremonies. If the student wishes to drop a major, he or she must do so officially through the Student Records Office.

I understand and agree to follow the parameters outlined above.

Student Signature: Date:

Primary Advisor Signature: Date:

Secondary Advisor Signature: Date:

STEP 5: Submit this form to studentrecords@cca.edu

## REQUEST TO DECLARE DOUBLE MAJOR

**Double Majors, as taken from the Student Handbook:**

<https://portal.cca.edu/thriving/student-handbook/registration/declaration-major/>

Students may graduate with a double major by completing all major requirements in two programs, with no single course counting for two different major requirements. Double majors may be from any of the major areas offered by the college, except the Individualized Program, Architecture, Writing and Literature, and History of Art and Visual Culture, and will always be applied toward the Bachelor of Fine Arts degree.

Students state their intent to pursue a double major on the Declaration of Double Major form available in Student Records and Advising offices. Declaration of Double Major must be submitted by the beginning of the second semester of the junior year. No late applications will be accepted.

The student must meet with an advisor and chair from each major program and submit the fully approved Declaration of Double Major form to Student Records in order to complete the process.

**I understand and agree to follow the parameters outlined above.**

**Student Name:** \_\_\_\_\_ **Student I.D. Number:** \_\_\_\_\_

**Student Email Address:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_