



Policy Title: Change/Declare Major, Minor, or Concentration Policy

Policy Number: REG.1300.5

Policy Owner: Provost and Vice President for Academic Affairs

Responsible Office: Registrar's Office

Revision Date: 10/7/19

1. Purpose and Scope

The purpose of the Change/Declare Major, Minor, or Concentration Policy is to outline the standard procedure students must follow to change or declare major(s), minor(s), and concentrations. This procedure will allow students to understand their personal choices and their potential repercussions. The policy further clearly defines a student's degree plan; identifies a student's academic need; and ensure students graduate in a timely manner.

2. Policy

A student has the right and may decide within their academic journey to change or declare a new major, minor or concentration. Department Chairs and Academic Advisors are required to collaboratively work with students to ensure decisions are made which will positively impact the overall success of the student earning a degree.

Procedures

Declaring a Major, Minor or Concentration:

Major:

All students must declare a major when they enroll at NAU unless the student is a Non-Degree Seeking (NDS) student.

Minor:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to pursue a minor must be advised at least one time by the minor program department chair or a faculty member regarding the minor requirements for that program. It is the student's responsibility to comply with those requirements.

Concentration:

Students must fill out the Declaration of Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, and submit it to the Registrar's Office either in person or via e-mail. For students who wish to pursue dual concentrations in their major, they must enter both concentrations into the box for new concentration. Once the form has been received, the Registrar updates the student's concentration in the system.

Changing a Major, Minor or Concentration:

Major:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. It must be completed, collectively signed by the student, student's advisor, and the new major's department chair. International students are required to meet with the International Student Office when changing majors. Students can submit the form to the Registrar's Office either in person or via e-mail. Once the form has been received, the Registrar updates the student's major in the system.

Minor:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to pursue a minor must be advised at least once by the minor program department chair or a faculty member regarding the minor requirements for that program. It is the student's responsibility to comply with those requirements.

Concentration:

Students must fill out the Change of Major/Minor/Concentration Form located on the NAU Registrar's webpage. Students shall complete and sign the form, obtain their academic advisor's signature, and submit the form to the Registrar's Office either in person or via e-mail. Students who wish to have double concentration should indicate their current concentration in the "Current Concentration" box and enter their current concentration and their new second concentration in the "New Concentration" box. Once the form has been received, the Registrar updates the student's concentration in the system.

Student Confirmation

Students may confirm that their declaration or change has been successful by checking their student portal and reviewing their degree progress audit.

Handling of Change of Major/Minor/Concentration Forms

All forms submitted to the NAU Registrar's Office are scanned and then filed electronically and physically. Physical files are securely stored in the NAU Registrar's Office Records Room. As with all student related documents, FERPA regulations apply.

4. Who Should Read This Policy

Students
Advisors
Department Chairs
International Student
Office

5. Related Documents and References

[Change of Major/Minor/Concentration Form](#)
[Declaration of Concentration Form](#)

6. History