College of Computer, Mathematical, and Natural Sciences

Office of Student Services • 1300 Symons Hall • 301-405-2080 • cmnsque@umd.edu

Declaration of Major / Addition of Major or Degree

Please Print Legibly in Blue or Black Ink!

Name: _____   UID: _____

Current Major(s): _____   Today's Date: _____

Email Address: _____   Phone Number: _____

Signature: _____   Estimated Graduation Term & Year: _____

Note: Your signature indicates that you have reviewed all policies with your Academic Advisor and have completely read the back of this sheet.

Any student wishing to complete a second major or degree outside of CMNS in addition to his/her declared primary major must obtain written permission from both the primary and secondary College Deans prior to submitting this form. Students must designate one college to be primarily responsible for maintenance of their records. See undergraduate catalog for academic regulations pertaining to enrollment in majors.

Indicate the action you wish to take:

Declare a new (primary) major   Add a second major*   Delete a major
                                        Add a second degree**   Delete a degree

*Double Major: 1 diploma; 120 credits minimum
**Double Degree: 2 diplomas; 150 credits minimum; 18 unique credits for each degree

Complete the following information, as you would like it to appear on your transcript:

Primary Major: _____   Major # Code: _____ College: _____

Secondary Major: _____   Major # Code: _____ College: _____

Old Secondary Major if Deleting: _____

Please see the advisor for each major you are declaring to get a signature of approval. If your new second major is in a college other than your primary major, take this form to your second major college for approval. After obtaining second major college approval, take this form to your primary major college. Your primary major college is responsible for submitting this completed form to the Registrar's Office.

1)_____   3)_____
Secondary College Advisor   Date   Primary College Advisor   Date

2)_____   4)_____
Secondary College Dean   Date   Primary College Dean   Date

Policies & Requirements

Please carefully read the following statements:

1. I am aware that I am responsible for learning about, creating and adhering to a four-year plan for graduation in consultation with my departmental advisor and must submit it to a CMNS Advisor for approval by the end of my first semester on campus (*New Freshmen Only*).

2. I am aware that I am responsible for knowing all about campus policies, procedures, and deadlines as outlined in the current undergraduate catalog and the Schedule of Classes, including the following:

    a. Only 60 community college credits are applicable toward a UMCP degree
    b. Students must receive a grade of "C-" (1.7) or higher in each individual course used toward their major and supporting areas. Students must earn an average of 2.0 across all major and supporting area courses.
    c. Courses used to satisfy any major requirement cannot be taken Pass/Fail. Other restrictions also apply for taking a course Pass/Fail. See undergraduate catalog for details.
    d. A minimum of 120 credits is required for graduation with a single degree program, and a minimum of 150 credits is required for graduation with a double degree.

3. I am aware of the CORE/GenEd requirements for graduation as outlined in the current undergraduate catalog and in the current Schedule of Classes.

4. I am aware of the following for continuation in my major in CMNS and requirements for graduation from CMNS:

    a. Students may repeat any/all university courses only once. Each third attempt at a course (i.e. a second repeat of a course) requires a Dean's Exception to Policy. All exceptions require unique, "rare and extraordinary" circumstances and appropriate documentation for taking a course for a third time.
    b. Students may repeat a total of 18 credits during their tenure at UMCP. Any attempt to exceed this 18-credit limit requires a Dean's Exception to Policy. All exceptions require unique, "rare and extraordinary" circumstances and appropriate documentation for exceeding the 18 credit repeat limit.
    c. Some majors within CMNS require that all major course work be completed at UMCP.

5. I acknowledge that if I am having trouble completing my degree requirements or I experience difficulty with a University policy, etc… I will see my departmental advisor as soon as possible. I will also contact my advisor if I have academic questions I cannot answer by using the University Catalog or Schedule of Classes.