

MAJORS AND MINORS

Overview

Students at Walsh University typically enter with a declared primary major as decided when applying through Admissions. Throughout a student's educational career, he/she is permitted to make updates to their major and minor areas of study with necessary departmental approvals. Students may only declare majors and minors that were in effect at the time of matriculation to the University as stated in the Catalog of Entry and Changing Catalog Years (<http://catalog.walsh.edu/undergraduate/academic-policies-procedures/catalog-of-entry/>) policy.

Primary Major

Students wishing to update their primary major should consult with their academic advisor prior to submitting the request online. The student must follow the procedure outlined below in order for the intended changes to be reviewed.

Procedure

- The student must submit the Request for Change of Major (<https://walshcentral.etrieve.cloud/Index/#/form/14>) form online.
- Once submitted, the student's current primary academic advisor will be notified to review the request.
- If approved by the current advisor, the division chair of the new requested major will review the request and assign a new advisor accordingly.
- The Office of the Registrar is notified once approved by the division chair so all appropriate changes to the student's academic record can be made.

Note: When a student's Request for Change of Major (<https://walshcentral.etrieve.cloud/Index/#/form/14>) is approved, the current primary major is removed and replaced with the requested new major. In instances where a student has second and/or third majors on his/her record, the change of major will not update the order in which the majors are listed. To remove or add additional majors or minors, students should consult the Additional Majors, Minors, and Removing a Major/Minor/Concentration sections of this catalog.

Additional Majors

Students wishing to declare an additional major(s) should consult with their academic advisor prior to submitting the request online. The student must follow the procedure outlined below in order for the intended changes to be reviewed.

Procedure

- The student must submit the Declaration of an Additional Major form.
- Once submitted, the student's current primary academic advisor will be notified to review the request.
- If approved by the current advisor, the division chair of the student's primary major will be notified to review the request.
- If the primary major division chair approves the request, the division chair of the requested major will be notified to review the request. The division chair is also responsible for assigning the additional major advisor.

- The Office of the Registrar is notified once the request has been approved by all necessary parties above, at which time all appropriate changes to the student's academic record will be made.

Note: Students must have a minimum of 18 unique credit hours for each declared major. Under no circumstances will a student be permitted to declare a major that does not contain 18 unique credit hours. To remove previously declared majors or minors, students should consult the Removing a Major/Minor/Concentration section of this catalog.

Minors

Students wishing to declare a minor should consult with their academic advisor prior to submitting the request online. The student must follow the procedure outlined below in order for the intended changes to be reviewed.

Procedure

- The student must submit the [Declaration of a Minor](#) form online.
- Once submitted, the student's current primary academic advisor will be notified to review the request.
- Once approved by the current primary academic advisor, the division chair of the requested minor will be notified to review the request. The division chair is also responsible for assigning the minor advisor.
- The Office of the Registrar is notified once the request has been approved by all necessary parties above, at which time all appropriate changes to the student's academic record will be made.

Note: Students must have a minimum of 9 unique credit hours for each declared minor. Under no circumstances will a student be permitted to declare a minor that does not contain 9 unique credit hours. To remove previously declared majors or minors, students should consult the Removing a Major/Minor/Concentration section of this catalog.

If a student has completed equivalent course work for the minor through transfer credit, CLEP or DANTES tests, an additional minimum of 6 credit hours of course work in the minor must be completed at Walsh University.

Degree Completion students who wish to declare a main campus minor must be fully accepted into either the Degree Completion Business, Communication, Fast Track BSN, Interdisciplinary Studies, Cybersecurity, Organizational Development and Leadership, or Healthcare Administration program.

Removing a Major/Minor/Concentration

Students wishing to remove a major/minor/concentration on their academic record must follow the procedure outlined below.

Procedure

- The student must submit the Request to Remove a Major/Minor/Concentration (<https://walshcentral.etrieve.cloud/#/form>) form online.
- The Office of the Registrar is notified once the request has been submitted by the student, at which time all appropriate changes to the student's academic record will be made.