



Approved as amended - 05/15/03

## EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of Academic Affairs and Research  
Associate Vice President  
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TO: Council on Academic Affairs

FROM: Aaron Thompson, Associate Vice President  
Office of Enrollment Management

A handwritten signature in black ink that reads "Aaron Thompson" with a date "5/6" written to the right.

DATE: May 5, 2003

RE: Agenda Item for 5/15/03 Council on Academic Affairs Meeting

Numerous discussions have occurred at EKU regarding when undergraduate students should declare their majors. Currently, EKU does not have a catalog item that states a credit hour limit by which students must officially declare a major. The Office of Academic Advising proposes a policy be passed stating that students must officially declare their major prior to pre-registration in the semester in which they ~~earn~~ their 60<sup>th</sup> hour. A notice will be placed on students' CARES report at the point prior to the semester in which earn their 60<sup>th</sup> hour and must declare. A registration hold will be placed on students' records to encourage them to follow the policy and officially file paperwork to declare their major.

are awarded

