FROM: Tina Davis, Associate Registrar  
TO: Faculty Senate  
RE: Change of Major/Minor Declaration Process  

We are in the process of moving responsibility for processing major changes from the Advising Office to the Registrar’s Office. In preparing for this change it has come to our attention that what has evolved over recent history is an operational practice in which there exists no checks and balances, no limitations to the number of times a student may change their academic program. The record to date is a student who changed their major 100 times in one semester, and another student who changed their major 10 times in one day. The current practice has no place in which the student is encouraged/required to engage in a conversation, or secure permission, for the desired new major.

Our concern is that this situation may not be fully appreciated by the faculty in general. We felt that this changeover of responsibility was the opportune time for the academic administration and faculty to review where we are now and decide if there is another direction that would be more advantageous for our students. **Our purpose in contacting the Faculty Senate was to make you aware of the current practice and see if you wished to advise us as to whether you endorse the continuation of the current situation, or wish to recommend that we develop a different operational practice for processing major changes. Please note, we are not changing policy or procedure--only who has responsibility for data processing.**

If so what are the critical concerns? What elements of the process do departments feel vital? What do departments and faculty most want to see in a new process? Our office's responsibility is limited to processing the data change in Banner and DARS. The issue of personal contact and conversation with the student is one that appears to have been lost over time, and that may be of concern to the faculty. We need your guidance, your judgment.

We realize that such conversations may take some time though. I am currently making technical arrangements to switch systems and staff tasks and assure you that I will try to do so with the least disruption as possible to students and departments. The process will be temporarily "off line" just so I can do the changeover (Dec. 10- Jan.7). After that it will be status quo – until such time that we can get your (faculty collective) direction on any needed changes.