TO: Council on Academic Affairs
FROM: Aaron Thompson, Associate Vice President
       Office of Enrollment Management
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 60th hour. A notice will be placed on students’ CARES report at the point prior to the semester in which earn their 60th 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