



Double Major Policy

Policy Number:	AA 03-027
Policy Administrator:	Provost & VP Academic Affairs
Policy Initiator:	Registrar
Authority:	CSU Executive Order 971
Effective Date:	September 24, 2018
Revised Date:	
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy provides guidance to undergraduate students matriculated at California State University Maritime Academy (Cal Maritime) seeking to declare two majors after enrollment.

Scope:

This policy applies to all undergraduate students enrolled at Cal Maritime.

Accountability:

The Registrar, with support from academic departments, academic deans, and Provost, is responsible for administering this policy and ensuring compliance.

Policy:

It is the policy of Cal Maritime to permit undergraduate students to pursue double majors so long that the student is able to complete both majors concurrently and able to meet all of the criteria listed under procedures on the double major application form.

Procedure:

A. Definitions

A double major is defined as two major courses of study, both leading to a baccalaureate degree, that are completed simultaneously by a matriculated undergraduate student.

B. Declaring Double Major Procedures

Students interested in completing double majors must follow the procedures detailed on the "Application for Double Major" form and meet the minimum standards provided therein. Application for a double major will take into consideration numerous factors including, but not limited to, student academic progress, space restrictions, competitive standards, and time to degree completion.

Requirements of double majors include:

1. Each of the two majors must consist of a minimum of 36 non-overlapping major units.
2. A student who began at Cal Maritime as a freshman must complete coursework for both degrees within five academic years.
3. A student who began at Cal Maritime as a transfer or second baccalaureate student must complete coursework for both degrees in no more than four years.
4. The second major of a double major may not be an impacted major.
5. Approval of double majors is not guaranteed.
6. Double majors, if granted, are considered *conditional* and subject to change if: a student fails to meet academic requirements in the first or second major; a student has a change of academic and/or disciplinary status; or, a student fails to enroll in the approved courses as outlined by academic advisors each term for each major.

In accordance with CSU Executive Order 971, if a student has completed the requirements for two or more majors leading to the same baccalaureate degree, those majors shall be acknowledged on the diploma. If a student has completed the requirements for two or more majors leading to different baccalaureate degrees, those degrees and the completed major or majors leading to each degree shall be acknowledged on the diploma. If more than one major or degree is to appear on the diploma, the student shall be consulted regarding the order in which the student prefers the degree(s) and major(s) to appear.