

# Multiple Majors Declaration Form

Student Full Name: \_\_\_\_\_  
Last First Middle

Catalog Year \_\_\_\_\_ Current academic advisor of record: \_\_\_\_\_  
 *change in catalog year? (you must use the same catalog year for each major and the GenEdCore)*

Current Major/Proposed Major #1 \_\_\_\_\_ Program of Study hours required: \_\_\_\_\_  
(do not include gen ed or electives)

Additional Major/Proposed Major #2 \_\_\_\_\_ Discrete/additional Program hrs required: \_\_\_\_\_  
(do not include gen ed or electives)

Minor(s) \_\_\_\_\_ Discrete/additional Program hrs required: \_\_\_\_\_

- a. Total credit hours *required* to complete degree(s) including general education core, all Programs of study (majors/minors) and additional electives, if applicable. (Add up **all** required, discrete hours to complete this combination of double major; it takes 120 hours for most *single* majors, so your total may be higher) \_\_\_\_\_
- b. **Your total degree applicable\*** credit hours earned to date. Degree applicable hours are those that fulfill a degree requirement. Electives over and above those needed in a degree program and remedial classes are not degree applicable. Your degree audit will help you calculate this number: \_\_\_\_\_
- c. **Your Degree applicable** credit hours in progress this term. Your degree audit will help you calculate this number: \_\_\_\_\_
- d. **Your expected total degree applicable\*\*** credit hours earned at the end of the current semester: (Add b. and c.) \_\_\_\_\_
- e. **Your total credit hours remaining to complete degree(s)** including all majors/minors, general education core, and additional electives, if applicable (subtract d. from a. above) Remember to consider required discrete hours<sup>^</sup> for each major: \_\_\_\_\_

Based on hours remaining: Proposed graduation semester/year: \_\_\_\_\_

*\*Use the degree audit to identify **degree applicable credit** hours (it's possible that some of your earned elective hours are not degree applicable).*

*\*\*If more than 60 credits will have been earned by the end of the current semester, student must also use the back of this form to detail the by-semester plan of coursework to be taken in remaining semesters.*

*^All discrete courses for each major (or minor) must be labeled/marked clearly on the degree audit.*

**Student must complete and attach a degree audit that includes all classes required for the degree(s) including general education core, all Program of Study (major and/or minor requirements), honors requirements (if applicable) and any additional elective requirements (if applicable). Discrete hours for each major must be labeled as such on the audit.**

## Special information: Student will check each box to confirm understanding of the following:

- Students will need to meet with both departments regularly for course planning, and special attention should be paid to courses that have pre-requisites and/or are not taught regularly.*
- By the time a student has earned 60 or more degree applicable hours, a by-semester plan for remaining coursework should be in place and confirmed by the respective department chairs, who will make a good-faith effort to ensure that classes are offered as planned.*
- Students are responsible for understanding their degree requirements and any additional requirements related to the honors program, minors, etc.*
- Students are responsible for creating and maintaining degree planners (audits) for each major (and/or degree) including general education core requirements, major requirements, and elective requirements, including minors (if applicable). Degree planners for all academic programs can be found at [catalog.yhc.edu](http://catalog.yhc.edu).*
- All discrete courses for each major (or minor) are marked clearly on the degree audit.*
- At least** one extra semester will be needed to fulfill each additional major when an average of 15 credit hours is completed per term.*
- Not every combination of majors is possible in a 4-5 year time frame.*
- If more than 2 majors are desired, complete all required information for 3<sup>rd</sup> and subsequent majors on a separate sheet. Remember to get additional signatures as needed.*
- A declaration of multiple majors is not official until this form has been completed (including multiple-majors audit, financial aid review, departmental review/approval, advisor assignment for each major, athletics review, if applicable), and approved by the Office of the Registrar.*
- Student should retain a copy of this form for his or her own records before submitting this form to the Office of the Registrar.*

**By-Semester Plan for Completion of Remaining Hours**  
*(required only for students with 60 or more earned hours at end of current term)*

Semester and Year		
COURSE CODE	CREDIT HOURS	CHECK ALL THAT APPLY: (see rules about dual application of hours)
		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
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		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
Term Credit Hours :		

Semester and Year		
COURSE CODE	CREDIT HOURS	CHECK ALL THAT APPLY: (see rules about dual application of hours)
		<input type="checkbox"/> Major 1; <input type="checkbox"/> Major 2; <input type="checkbox"/> GenEdCore; <input type="checkbox"/> Elective; <input type="checkbox"/> Minor; <input type="checkbox"/> Honors
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Term Credit Hours :		

**Required signatures: All signatories please check required and applicable boxes in your area**

<i>Student</i> _____	<i>Date</i> _____
<input type="checkbox"/> Degree audit/planner for each major and minor (if any) is attached ( <b>required</b> )	
<input type="checkbox"/> By semester plan for remaining coursework is attached (if applicable)	

<i>Financial Aid Officer</i> _____	<i>Date</i> _____
<input type="checkbox"/> Current financial aid package (if any) is projected to cover time/classes required	
<input type="checkbox"/> Additional funds may be necessary	

<i>Department chair for major 1</i> _____	<i>Date</i> _____
<input type="checkbox"/> Department chair will serve as co-advisor (or) <input type="checkbox"/> Co-advisor will be _____ ( <b>required</b> )	
<input type="checkbox"/> Student's audit for major 1 is confirmed ( <b>required</b> )	
<input type="checkbox"/> <i>Student has earned 60 or more degree applicable hours (if applicable)</i>	
Semester-by-semester plan on reverse is consistent with planned course offerings this department/major and accounts for minimum required discrete hours.	
<input type="checkbox"/> yes <input type="checkbox"/> no	

<i>Department chair for major 2</i> _____	<i>Date</i> _____
<input type="checkbox"/> Department chair will serve as co-advisor (or) <input type="checkbox"/> Co-advisor will be _____ ( <b>required</b> )	
<input type="checkbox"/> Student's audit for major 2 is confirmed ( <b>required</b> )	
<input type="checkbox"/> <i>Student has earned 60 or more degree applicable hours (if applicable)</i>	
Semester-by-semester plan on reverse is consistent with planned course offerings this department/major and accounts for minimum required discrete hours.	
<input type="checkbox"/> yes <input type="checkbox"/> no	

<i>Athletics (if applicable)</i> _____	<i>Date</i> _____
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<i>Director of Academic Advising</i> _____	<i>Date</i> _____
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<i>Registrar</i> _____	<i>Date</i> _____
Multiple majors declaration results in multiple majors of the <input type="checkbox"/> same degree (or) <input type="checkbox"/> multiple degrees ( <b>required</b> )	

^At least 15 hours of each major program of study must be discrete (not used to fulfill any requirement of any other academic program). The balance of hours earned toward a second or subsequent program of study (major) can be used toward the first program of study (major) and/or to general education requirements associated with the first major program, and/or to the minimum number of required general elective hours in the first major program.

The following additional restrictions apply to completing multiple majors: (1) The student shall have one academic advisor assigned from each department delivering the student's declared major programs; (2) Only one set of general education core curriculum classes is required to complete multiple majors (whether resulting in one or multiple degrees), as long as all requirements for each major and/or degree are met; (3) Students pursuing multiple majors with capstone requirements may enroll *either* in a single capstone experience that reflects each major program (provided that at least 15 discrete credit hours are successfully completed for each additional major), *or* enroll in distinct capstone courses for each major. The student should determine the appropriate capstone experience(s) with his or her academic advisors and/or department chairs of each major.

Please refer to the Young Harris College catalog for additional information about declaring and completing degrees, majors, and minors at YHC.