

Guidelines for Declaring a Second Major in the College of Arts and Sciences

Undergraduates in the School of Public Health must obtain written permission from the SPH Assistant Dean for Students to declare a second major in the College of Arts and Sciences. The office is located in the Office of Students Affairs, Rosenau 263.

You will need to prepare a letter addressed to Charletta Sims Evans, Assistant Dean for Students, containing the following information:

- student's full name, PID number, e-mail address, local address, and local telephone number;
- a request for permission to complete a second major in a particular discipline and an acknowledgment that the degree to be earned is the professional school degree (BSPH);
- rationale for seeking a second major (i.e., what is the objective and how will it enhance your post graduation plans);
- a semester-by-semester plan (including summer sessions as needed) showing how all requirements will be met.

This letter should contain a signature line for your SPH advisor or Program Director indicating approval of your request.

Upon review of your request, the Office of Student Affairs will prepare a memo for the College of Arts and Sciences indicating our approval.

Students should then schedule an academic advising appointment with an academic advisor in the College of Arts and Sciences by using the Academic Advising's online appointment calendar.

Students must bring this endorsement and any relevant documentation to this appointment.

In this appointment, an academic advisor will prepare an academic worksheet and review all general education and major requirements with the student.

The academic advisor will then submit the academic worksheet to the Associate Dean of Academic Advising for the College of Arts and Sciences for review.

A letter will be sent to the student and to the School of Public Health indicating whether the second major request has been approved or denied.

Please note that students who double major must complete their major in the College of Arts and Sciences within the eight semesters allotted to all students.

It is the student's responsibility to make sure s/he is making good progress towards completing the second major. To that end, students are encouraged to periodically meet with an academic advisor in both the School of Public Health and the College of Arts and Sciences.

We recommend that the request to complete a second major be submitted during a student's junior year.