

DECLARING A MAJOR OR MINOR

Declaring a Major

All students are required to formally declare a major whether or not they specified a probable major on the admission application. The Declaration of Major form must be submitted before the end of a student's sophomore year or, if the student entered as a junior, before the end of the student's first semester of enrollment. A declaration or change of major after the beginning of the junior year may require some work beyond four years to complete the bachelor's degree. Changes in anticipated degree date do not automatically extend a student's financial aid eligibility.

A student may choose to major in a maximum of two fields provided the major requirements in both areas are fulfilled. Students must take at least 30 unduplicated semester credits in each field. Only students with a minimum cumulative GPA of 3.0 may declare a second major. Students fulfill the requirements for the major as listed in the catalog for the year in which the student was admitted.

The Declaration of Major form (https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/declaration_of_major.pdf) is available online and in the Office of the Registrar. Each student and the proposed advisor must complete the form and return it to the Office of the Registrar. Many majors have more than one possible concentration; students must declare their intended concentration on the form. Note the concentration will not appear on the diploma. Students who plan to pursue a double major may declare both majors and both advisors on the same form. Any transfer credit or other Mills course work to be used in the major as an elective or to substitute a requirement, must be approved by the major advisor. The major advisor must submit a formal substitution request online. The major advisor must be from the major department.

Students who wish to change their major may do so by completing another Declaration of Major form. Students who are changing the concentration of their major must follow the same procedure. Students who are changing their major or their major concentration may find that they need additional time beyond the four years to complete all of their major requirements. Changes in anticipated degree date do not automatically extend a student's financial aid eligibility. Students have until the graduation application deadline of the year in which they graduate to change their major (See Academic Calendar (<https://inside.mills.edu/catalog-courses-calendars/academic-calendar.php>) for deadlines).

Students may view information regarding their major in myMILLS via the Mills Resource Portal (<https://portal.mills.edu/>).

Declaring a Minor

Students have the option of declaring a minor. Minors are listed on a student's transcript but do not appear on the diploma. A student may choose to minor in a maximum of two fields provided they fulfill the minor requirements in both areas. All minor requirements must be unduplicated either between the minors or between the major(s) and the minor(s).

To declare a minor, students must complete and submit a Declaration of Minor form ([https://inside.mills.edu/financial-aid-accounts-](https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/declaration_of_minor.pdf)

[records/registrar-records/docs/declaration_of_minor.pdf](https://inside.mills.edu/financial-aid-accounts-records/registrar-records/docs/declaration_of_minor.pdf)), available online, before the due date of their graduation application. Declaration of Minor forms will not be accepted after the graduation application is due. Minor requirements are listed under the appropriate department. Any transfer credit or other Mills course work to be used in the minor as an elective or to substitute a requirement, must be approved by the minor advisor. The minor advisor must submit a formal substitution request online. The minor advisor must be from the minor department.

Students may view information regarding their minor in myMILLS via the Mills Resource Portal (<https://portal.mills.edu/>).