**Policy**

All new entering, degree-seeking first-time undergraduate students are required to declare a program of study (degree and major) no later than (completion of) 30 credit hours at Minnesota State University, Mankato. All new entering degree-seeking transfer students with 30 or more earned credits are expected to declare a program of study (degree and major) upon admission to Minnesota State Mankato. All new transfer students with less than 30 earned credits upon admission to Minnesota State Mankato are required to declare a program of study (degree and major) no later than (completion) of 30 credit hours.

Degree-seeking undergraduate students without a declared program of study following completion of 30 credit hours will have a hold placed on their registration.

This policy’s scope is solely about the declaration of a program of study by a degree-seeking student indicating the student’s intent regarding a program s/he is interested in pursuing. This policy has no bearing on standards and/or processes for acceptance to a program. Some academic programs have specific academic or other requirements for acceptance to the program (major).

**Procedures**

Students may declare a program of study following admission to the University, as a part of new student orientation, or by completing an online Program Declaration form. The online Program Declaration form may be used to declare an initial program of study, a second area of study, or a change in program of study.

Students are encouraged, and for some programs may be required, to meet with an academic advisor PRIOR to declaring a program of study to discuss the major, careers, and any specific academic or other requirements for acceptance to the program (major).

Questions about the procedure or process for declaring a program of study may be directed to the Director of Academic Advising.

**Rationale**

To support students’ progress toward a degree, student declaration of a program of study must be a transparent process that allows for ease of declaration, efficient assignment of advisor, and accurate record keeping. This policy establishes a program declaration requirement for degree-seeking undergraduate students following the completion of a certain accumulation of credits.