

Can I Change My Major, Add A Minor, Add a Major?

The University's Progression and Completion Policy (10-505) stipulates that students can only change or enhance their major selection if all requirements can be met within a **total 8 semesters** of post-secondary coursework (excluding summers) and if the **total attempted credit hours** will not exceed the excess credit hour threshold (**132 hours**). To assist students who may be considering these types of changes, we are providing a guideline below for consideration.

To review your proposed change:

- 1) Use the form below to chart out all the semesters of coursework you have taken post high school graduation.
- 2) Additionally, list and calculate the total number of college level credit hours you have attempted. (This number should not include high school Dual Enrollment, AP, IB, and CLEP credit, as well as DANTES or any other form of accelerated credit.)
- 3) Utilize the "What If" function in the DegreeWorks degree audit to determine the courses and credits needed for your intended change.
 - a. Click on "What If" on the left side of the degree audit.
 - b. Insert the desired major, minor, and/or concentration. Please note: Some changes also require a change of "Degree" (from BS, BA, or BFA) or a change in "Catalog Year."
- 4) Chart out outstanding course requirements:
 - a. If you are changing your major, look up the 4 year plan for your intended major (located on the USFSP designated major website), and chart out outstanding courses and hours for your intended major.
 - b. If you are pursuing the addition of a major or a dual degree, look up the 4 year plan for your intended major (located on the USFSP designated major website), and chart out all remaining courses for both majors/degrees.
 - c. If you are pursuing the addition of a minor, chart out all remaining courses for your current major and minor requirements.
- 5) If you can complete your intentions without exceeding 132 attempted hours and within a total 8 semesters (excluding summers), schedule an appointment with your academic advisor to confirm eligibility and declare your major, minor, or concentration. It is critical that you officially declare your intention while you can document compliance with this policy, if approved.
- 6) Please note that course withdrawals, failed courses, and all attempts on repeated courses count in the attempted credit hours.
- 7) Also remember that all fall and spring semesters count in the 8 semester limit, even when a student is not enrolled.

We understand this is a complex process, which requires an intricate evaluation. We encourage you to schedule an appointment with your academic advisor at www.usfsp.edu/advising for assistance. Students who request these changes earlier in their academic progression are more likely to meet qualifications to make requested changes.

Freshman Year
Fall (Term 1)

Sophomore Year
Fall (Term 3)

Junior Year
Fall (Term 5)

Senior Year
Fall (Term 7)

| Courses | Hrs | Courses | Hrs | Courses | Hrs | Courses | Hrs |
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| Term Hrs | | Term Hrs | | Term Hrs | | Term Hrs | |
| Sub Total Hrs | | Sub Total Hrs | | Sub Total Hrs | | Sub Total Hrs | |

Spring (Term 2)

Spring (Term 4)

Spring (Term 6)

Spring (Term 8)

| Courses | Hrs | Courses | Hrs | Courses | Hrs | Courses | Hrs |
|----------------------|-----|----------------------|-----|----------------------|-----|----------------------|-----|
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| Term Hrs | | Term Hrs | | Term Hrs | | Term Hrs | |
| Sub Total Hrs | | Sub Total Hrs | | Sub Total Hrs | | Sub Total Hrs | |

Summer As Needed

Summer As Needed

Summer As Needed

Summer As Needed

| Courses | Hrs | Courses | Hrs | Courses | Hrs | Courses | Hrs |
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| Term Hrs | | Term Hrs | | Term Hrs | | Term Hrs | |
| Sub Total Hrs | | Sub Total Hrs | | Sub Total Hrs | | Grand Total Hrs (Must be 132 Hrs or less) | |