

## **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 Assistant Dean for Student Affairs, Charletta Sims Evans, to declare a second major in the College of Arts and Sciences.

You will need to prepare a letter addressed to Dean Sims Evans, 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, Dean Sims Evans (or designee) will prepare a memo for the College of Arts and Sciences indicating her 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 Dean Sims Evans's 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.

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.