

## **Guidelines for Declaring a Second Major another School or College at UNC Chapel Hill**

Undergraduates in the School of Public Health must obtain written permission from the Associate Dean of Academic Affairs - Laura Linnan, ScD, to declare a second major in another UNC School or College.

You will need to prepare a letter addressed to Associate Dean Linnan, containing the following information:

- student's full name, PID number, e-mail address, local address, local telephone number and date;
- 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 for both majors and any minors.

This letter should contain a signature line for your SPH advisor or BSPH Program Director indicating approval of your request, and a signature line for the Associate Dean of Academic Affairs.

**Bring this letter, with all completed requirements, to the Office of Student Affairs - 263 Rosenau Hall for processing.**

Upon review of your request, Associate Dean Linnan (or designee) will prepare a memo to the College requested or School.

Students should then schedule an academic advising appointment with an academic advisor in the College or School of the second major contacting their Advising or Student Affairs office directly.

Students must bring the Dean'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 appropriate Dean of Academic Advising for review of your second major request.

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 School or College of the second major.

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