

## **Guidelines for Declaring a Second Major within the School of Public Health**

Undergraduates in the School of Public Health must obtain written permission from the Associate Dean for Academics to declare a second major within the School. Permission must be granted prior to the beginning of your junior year. You must apply and be accepted into both programs.

Prepare a letter addressed to Laura Linnan, ScD, Associate Dean for Academic Affairs, 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 double major in two departments (BIOS, ENHS, HPM, NUTR);
- rationale for seeking a second major (i.e., what is the objective and how will it enhance your post-graduation plans);
- indicate which major should be your "home" department (this should be based on your research and consultation with both Program Directors);
- prepare a semester-by-semester plan (including summer sessions as needed) showing how all requirements will be met within the 8 semester limit.
- indicate which classes will be counted in both majors. More than 50% of your credits must be unique to each major.

This letter should contain the signature of both Program Directors indicating approval of your request.

Once you have received signatures from both Program Directors:

**Bring your letter, with all completed requirements, to the Office of Student Affairs located at 263 Rosenau Hall**

**Do not email letter to Laura Linnan, ScD!**

Upon review by the Associate Dean for Academics, the Office of Student Affairs will notify the student and Program Directors of the final decision.

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 meet with both Program Directors on a regular basis.