

# MAJOR/MINOR/PROGRESS

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## Declaring/Changing A Major or Minor

In order to ensure the early and proper selection of a field of concentration, students seeking a baccalaureate degree are required to file a declaration of major by the time they have completed 60 hours. Candidates for the associate degree must file the declaration of major at the completion of 30 credit hours. A student is free to change majors at any time, or to add a second or third major. To declare or change a major or minor a student must visit their academic advisor who will electronically submit the declaration(s) of program to the University Registrar's Office via the Declaration of Program system.

## Declaring an Optional Minor

Students may complete a minor area of study from a discipline other than his/her major degree field. Such a minor is optional and not to be confused with any department's required minor or required correlated courses. A minor will consist of no less than 15 hours in one discipline as specified by the department. A minimum of 6 hours must be at the upper division level. Students must have a grade of C or better in each course in the optional minor. The course content of the minor is selected in consultation with an advisor in the minor department or program. Prior to graduation, the department or program chair must certify the completion of the minor to the University Registrar's Office.

## Monitoring Progress Toward Degree Completion

Students are expected to monitor their progress toward degree completion periodically throughout their tenure at Washburn University by conducting online degree audits through their MyWashburn account. On the Academic Advising channel on the Student Academics tab, select "Process Degree Audit - Degree Works to process the degree audit. If potential problems are identified (e.g., missing transfer work, unposted course substitutions, etc.), students should meet with their advisors as soon as possible to resolve these issues in a timely fashion.