

HOW TO DECLARE OR CHANGE YOUR MAJOR/MINOR

Students must declare a major to graduate. Minors, additional majors and certificates are optional. Meet with your advisor to discuss options.

School/College Specific Policy

Business School

Business students must complete the prescribed major courses, all of which must be taken at CU Denver. Major core sections range from 18-36 credit hours. Business students are advised to select a major prior to completing the business core, and are encouraged to declare a major by the time they have accumulated 60 to 75 credit hours. The courses in the major core are completed in the junior and senior years after completing the required prerequisites.

The majors offered include Accounting, Entrepreneurship, Finance, Financial Management, Human Resources Management, Information Systems, International Business, Management, Marketing, Risk Management and Insurance, and Sports Business. The specific requirements for these majors are described in subsequent sections.

College of Arts & Media

Declaring a Major or Minor

All undergraduate degrees offered through the College of Arts & Media (CAM) comprise 120 semester hours. Students must declare a major to graduate. Minors are optional.

All CAM majors require students to select a degree plan (BA, BS or BFA) and an emphasis. Links to information about specific majors, emphases and minors, including any required reviews/assessments for admission, may be found on the Programs (<http://catalog.ucdenver.edu/cu-denver/undergraduate/programs-a-z/>) page in this catalog. If an emphasis or minor does not require review/assessment for admission, CAM students in good academic standing may contact their CAM advisor.

Students may choose to pursue a double degree, double major, double emphasis or minor. Each of these options may require more than 120 semester hours to graduate. Please contact CAM@ucdenver.edu for additional information.

Changing a Major or Minor

Undergraduate students who wish to transfer from one emphasis or minor to another within CAM must currently be in good academic standing, pass appropriate reviews/assessments, as outlined in the program pages of this catalog, and notify CAM in Arts 177 by submitting a change of major or a change of minor form.

College of Engineering, Design and Computing

Students enrolled in the College of Engineering, Design and Computing who wish to change to another department within the college must apply for transfer by submitting a change of major form for undergraduate degree students, which can be found on the college website (<http://engineering.ucdenver.edu>) under > Policies and Forms. This form requires the approval of the new department.

Pre-engineering students who are eligible for admission to an engineering major should consult their advisor prior to submitting the change of major form.

Students enrolled in another school/college who wish to transfer into the College of Engineering, Design and Computing, must complete the Intra-University Transfer (IUT) (https://www.ucdenver.edu/docs/librariesprovider234/student-resources/iutform.pdf?sfvrsn=47fa1db9_4) form. This form is submitted electronically to the appropriate department.

College of Liberal Arts and Sciences

A complete list of undergraduate programs in the College of Liberal Arts and Sciences (CLAS) is available on the CLAS Departments and Programs page (<http://catalog.ucdenver.edu/cu-denver/undergraduate/schools-colleges-departments/college-liberal-arts-sciences/#departmentstext>).

CLAS students with a declared CLAS program intending to declare or change a CLAS major or minor should complete the CLAS Major/Minor Declaration Form available through the CLAS Advising Office in North Classroom (NC) 1030. CLAS students with a declared CLAS program may also initiate their request to declare or change a CLAS major or minor with their assigned CLAS Academic Advisor.

CLAS also offers pre-health career tracks/courses of study for students intending to pursue a health profession. Students with a pre-health track/course of study should work with a Health Professions Advisor – located in North Classroom (NC) 3002 – to discuss pathways to their intended health career. Students with a pre-health career track/course of study intending to complete an undergraduate degree must declare a major to graduate.

CLAS Undeclared Majors should work with Success Advisors in the Center for Undergraduate Exploration & Advising (CUE&A) to create a plan to declare their intended major as early as possible in their undergraduate career. CUE&A is located in Student Commons 1113. Undeclared Majors intending to declare a CLAS major or minor must complete the CLAS Major/Minor Declaration Form available through the CLAS Advising Office in North Classroom (NC) 1030.

School of Education and Human Development

Undergraduate majors in the SEHD include the Bachelor of Arts in Education and Human Development (EDHD) and the Bachelor of Science in Human Development and Family Relations (HDFR). Additionally, the EDHD major has several tracks, including Elementary Education (K-6 licensure), Special Education (ages 5-21 licensure), Early Childhood Education licensure (birth-age 8 licensure), Early Childhood Education non-licensure, and several secondary pathways (math, science, English, social studies, middle school math). It is important for students to declare a major and track (if applicable) as early as possible in their academic career to ensure they take appropriate courses.

Declaring/Changing Your Major

Intra-University Transfer (IUT)

Students on the Denver Campus may change colleges or schools within the university provided they are accepted by the college or school to which they wish to transfer. Intra-university transfer forms may be obtained from the student's school or college or from the Office of the Registrar. Decisions on intra-university transfers are made by the college or school to which the student wishes to transfer.

Transfer deadlines for all programs are August 1 for Fall semester, December 1 for Spring semester, and May 1 for Summer semester sessions.

Students in continuing and professional studies programs wishing to enroll in regular courses or degree programs at CU Denver and

undergraduate students wishing to become graduate students (or vice versa) should apply for admission to CU Denver. Visit www.ucdenver.edu/admissions (<http://www.ucdenver.edu/admissions/>) or contact the Office of Admissions at 303-315-2601 or admissions@ucdenver.edu for assistance with application processes and options.

School/College Specific Policy

BUSINESS SCHOOL

Students who want to transfer to the Business School from another college or school of the University of Colorado Denver must formally apply for an intra-university transfer (IUT) to the Business School. To apply for an intra-university transfer, students must submit an intra-university transfer (IUT) form and transcripts from the University of Colorado to the business program coordinator. Transfer forms are available at the Office of Admissions or the Business School Advising Office; transcript request forms are available at the Office of the Registrar. The transcript must include the student's most recent semester at the university. Students with previous course work from other institutions are also required to submit a copy of their transfer credit evaluations (advanced standings).

College of Architecture and Planning

Students who want to transfer to the BS Architecture program from another college or school of the University of Colorado Denver must formally apply to the College. To apply for an intra-university transfer, students must submit an intra-university transfer (IUT) form to the undergraduate advisor. Transfer forms are available at the Office of Registrar or the College Undergraduate Advising Office; transcript request forms are available at the Office of the Registrar. Transfer deadlines are August 1 for fall semester, December 1 for spring semester and May 1 for the summer session. Students must have earned a minimum of 12 University of Colorado Denver semester hours and have a 2.300 cumulative University of Colorado GPA to be eligible for an IUT to the BS Architecture program.

College of Arts & Media

Students who want to transfer to the College of Arts & Media (CAM) from another college or school within the university must formally apply for an intra-university transfer (IUT) and pass any appropriate reviews/assessments as outlined in the program pages of this catalog. To be considered for admission, students must have a minimum 2.000 cumulative University of Colorado GPA. To apply for an intra-university transfer, students must submit an intra-university transfer (IUT) form to the undergraduate advisor. Transfer forms are available at the Office of Registrar or from a CAM advisor; transcript request forms are available at the Office of the Registrar.

College of Engineering, Design and Computing

CU Denver students interested in an undergraduate engineering program but not enrolled in the college must request an intra-university transfer (IUT). Those approved for an IUT will be admitted into the engineering program. Students who are not directly admitted to their program will be automatically considered for pre-engineering. Admission to Pre-Engineering does not guarantee admission to the major.

- a 2.750 (or higher) cumulative CU Denver GPA
- a 2.500 (or higher) GPA in Calculus I, Calculus II, and Calculus-based Physics I and the corresponding lab and no lower than a C- in any one of these courses.
- IUT guidelines are subject to change. Students are encouraged to meet with an engineering advisor to discuss the IUT process prior to submitting a request.

SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT

Students who wish to transfer to the SEHD from another school/college must meet with an academic advisor and formally apply for an intra-university transfer (IUT). Students must have a minimum of 2.000 cumulative University of Colorado GPA to be eligible for an IUT to the SEHD. Students should also be aware that, for teacher education licensure tracks, a minimum of a 3.000 cumulative University of Colorado GPA is required for admission to their final year, the Professional Year (students with a lower GPA may be considered under certain conditions; please see SEHD website).

school of public affairs

Students who want to transfer to the School of Public Affairs from another college or school of the University of Colorado Denver must formally apply for an intra-university transfer (IUT) to the School of Public Affairs Advising Office (spa.advising@ucdenver.edu). To apply for an IUT, students must submit an IUT form to the School of Public Affairs Advising Office. IUT forms are available from the Office of the Registrar or from an academic advisor.