MONTCLAIR STATE UNIVERSITY

Admission to Majors, Minors, and Concentrations	
Responsible Office:	Academic Affairs
Policy Summary:	Establishes the conditions that must be satisfied before students can enter a program of study, particularly restricted majors.
Effective Date:	3/14/2024
Last Revision Date:	3/14/2024

I. Purpose

To establish the conditions that must be satisfied before students can enter a program of study, particularly restricted majors.

II. Applicability

This policy applies to matriculated undergraduate students only. Graduate students should contact The Graduate School.

III. Definitions (as applicable)

Restricted Major refers to those undergraduate programs that have specific requirements for admission.

IV. Policy.

A student may only receive a degree from the University in the specific major for which the student has formally applied, been admitted, and completed the requirements.

Prospective students must apply formally for admission to a major, or indicate they are "undeclared," as part of the process of their admission to the University.

Currently enrolled undergraduate students are required to consult with an advisor to initiate a change or addition of a major, minor, or concentration. All requests will be reviewed, and decisions made, by the College or School designee in which the desired major, minor, or concentration resides.

Transfer credit equivalencies may be impacted by change of major.

Primary Major

Students must select a major by the time they have earned 60 credit hours. Students who are transferring to the University having earned an AA or an AS degree or who are transferring 60 or more credit hours from another institution must apply for and be admitted to a major upon admission to the University.

Admission to a Restricted Major

Some undergraduate majors have specific requirements for admission; these programs are referred to as “restricted majors.” Requirements for restricted majors may include but are not limited to a completion of a specific set of foundation or pre-requisite courses with a minimum GPA earned, minimum cumulative GPA, written application, audition/portfolio, or a personal interview.

In some instances, students may apply for a restricted major as an entering first-year or as a transfer student; in other instances, students may not be eligible to apply for admission to a restricted major until later in their studies.

When a student requests a change of major, their application will be (1) accepted, (2) rejected, or (3) conditionally accepted, subject to the satisfactory completion of specific requirements by a certain date. If a student is conditionally accepted, they will receive information from the academic department regarding specific requirements and corresponding deadlines.

If a student is not admitted to a particular major, they should meet with their academic advisor to discuss other options. For some majors, students who are not accepted following initial evaluation of their application, audition, interview, or prerequisites may not reapply for admission to that major.

V. Procedure (as applicable)

VI. References