in order to receive transcript recognition of that minor. Certain minor programs may require a higher minimum GPA. Students should consult with the minor program advisor.

Please see academic department pages (http://catalog.wcupa.edu/undergraduate/academic-departments/) for minor offerings.

**Changing Majors**

A student wishing to transfer from one program of study at the University to another program must submit an Academic Plan Change Request through their myWCU (https://my.wcupa.edu/). Instructions for this process can be found on the Registrar’s website (http://catalog.wcupa.edu/registrationForms.aspx). The student must meet the standards for admission to the desired program and obtain approval from the departments involved. Any courses that were initially accepted for transfer credit from another college are subject to re-evaluation by the department to which the student transfers internally.

**Undeclared Major Declaration Policy**

**Policy Requirements**

First year students who entered West Chester University as exploratory/undeclared/pre-major must declare a major at the completion of 45 West Chester University earned credits. This is most often equivalent to three semesters of full-time study at the University. Transfer students (Internal and External) who are undeclared must declare a major after two semesters of full-time study as an exploratory/undeclared student. Students must be in good academic standing and must meet all admission requirements specified by the program they plan to transfer into. Exception to this policy may be granted to students who are planning to declare a major with highly restrictive admission requirements and may need additional semesters to complete those requirements. Any undeclared student who does not declare a major within the stipulated period of time will be required to develop an action plan addressing their academic area(s) of interest before the advisor hold will be lifted to enable the student schedule for the next semester.

**Request to Postpone/Defer Declaring a Major**

An exploratory/undeclared/pre-major student may submit a request to defer declaring a major if the student is postponing major declaration because they have yet to complete the prerequisites for the anticipated major. The process of postponing a major declaration requires an established plan of action by the student, which must be approved by the student’s academic advisor, the chairperson of the Department of Interdisciplinary and Academic Support Programs, and the dean/designee of University College.