

## SECOND MAJOR OR CONCENTRATION REQUEST

Please return completed form to the Office of the Registrar (SBS 133).

Name \_\_\_\_\_ HSU-ID # \_\_\_\_\_

Address \_\_\_\_\_ HSU Email \_\_\_\_\_ @humboldt.edu

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Current Major \_\_\_\_\_ Current Minor(s) \_\_\_\_\_

Proposed Second Major/Concentration \_\_\_\_\_

**Class Level:** Freshman (<30 units) Sophomore (30 to 59.9 units) Junior (60 to 89.9 units) Senior (≥90 units)

Students may earn a bachelor's degree with two majors (or two concentrations) by completing the requirements for both programs. Although both majors appear on the permanent record, the student receives one degree. Humboldt State University's priority for student success includes supporting timely completion of all degree requirements. Requests that exceed the 120 units needed for a degree have significant financial, programmatic and university-wide consequences.

### Instructions:

**Step 1.** For your current major, build a degree plan for all future semesters in DARS Degree Planner. Build another degree plan for your proposed second major/concentration in DARS Degree Planner. Attach copies of your plans to this form.

I have built a degree plan for both my current major and proposed 2nd major/concentration.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 2.** Meet with your current major advisor to review your plan and to develop an estimate of units required to complete your **current major**.

*For Current Major Advisor Use Only*

Major units to complete current major \_\_\_\_\_ Total units to complete degree for current major \_\_\_\_\_

Major Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3.** Meet with faculty advisor of requested **2nd major/concentration** to review your plan, estimate units, and obtain the faculty advisor signature. The advisor will document an estimate of outstanding units required to complete the proposed major and provide a major contract.

*For Faculty Advisor Use Only – Proposed 2nd Major/Concentration*

Additional units to complete 2nd major /concentration \_\_\_\_\_ Total units to complete degree with double major/concentration \_\_\_\_\_

Request for approval:  Recommend  
 Denied

Faculty Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 4.** Present documents to department chair of proposed second major for review and signature.

*For Department Chair Use Only – Proposed 2nd Major/ Concentration*

Request for approval:  Recommend  
 Denied

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 5.** Submit completed form and documentation to Associate Dean's office of the second major department's college.

*For College Dean Use Only – Proposed 2nd Major/ Concentration*

*College of Arts, Humanities & Social Science - Gist Hall 210; College of Natural Resources & Science - Forestry 101; College of Professional Studies - Gist Hall 214*

Request for approval:  Recommend  
 Denied

Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 6.** Check the status of your Request by logging into myHumboldt and checking your DARS to see if both majors/concentrations are now listed. If not, please follow up with the Office of the Registrar for assistance in determining the status of your request.

Recorded by \_\_\_\_\_ Date \_\_\_\_\_