

College of Fine Arts and Communications

PROCESS FOR OBSERVING THE UNIVERSITY'S 60/75 POLICY

The official University policy is stated in the catalog as follows:

Students must select and declare a major by the time they have 60 earned BYU credit hours (excluding language exam credits). Once a student has 75 earned BYU credit hours (excluding language exam credits), they will not be allowed to change their major, unless special permission is granted.

In order to encourage timely progress towards graduation, advisement centers may require mandatory advisement before students are allowed to register for classes. Deans, in consultation with advisement centers, may also place registration holds and mandate specific course completion in order to facilitate a timely graduation.

(<http://catalog2018.byu.edu/policy/graduation>)

In response to this policy, the College of Fine Arts and Communications will adopt the following process.

Departments and Schools are responsible for addressing this process with faculty to ensure that all are fully aware of it.

Major Declaration by 60 Earned BYU Credit Hours

(formerly 75 earned BYU credit hours prior to Fall 2012)

Note: "BYU earned credit hour" references do not include AP/IB credit, transfer credit, or language exam credit.

1. In compliance with the university policy, all students, whether pursuing an open-enrollment or limited enrollment program (LEP), must declare/gain entrance to a degree-awarding major (not pre-major) before earning **60** BYU credit hours.
2. Recognizing that most major programs in the College of Fine Arts and Communications (CFAC) are LEPs, some students may be admitted directly to an LEP, while other students indicate interest in an LEP by obtaining *pre-major* status through one of the following methods:
 - a. Select a *pre-major* on the initial application to BYU.
 - b. Request *pre-major* status prior to earning **60** BYU credits. In this case, students must initiate the request with the CFAC Advisement Center, which will pursue one of the following courses of action depending upon how many earned BYU credit hours have been completed:
 - **Fewer than 45 earned BYU credits:** students' requests will be processed immediately.
 - **45-59.5 earned BYU credits:** students must meet with an academic advisor; the advisor will assess whether the student is fully informed of entrance requirements and is committed to applying in a timely manner. If approved, pre-major status will be granted when a parallel major has been declared (please see #4).
3. Pre-major status will not be granted after **60 earned BYU credits**. Students may apply to major programs after 60 earned BYU credits but must be directly admitted to LEPs. If students express interest in an LEP program after 60 earned BYU credits, the CFAC Advisement Center will refer them to a department-/school-designated contact (e.g., associate chair/director).
4. Students will be advised that in order to retain pre-major status, they must have a parallel open-enrollment major in place by **60** earned BYU credits (students may be referred to university advisement centers for information regarding other major possibilities). The university routinely provides all advisement centers with a list of currently enrolled students with BYU hours indicated; as time and resources permit, the CFAC Advisement Center will identify and assist students in the potential "danger zone" (with 45+ earned BYU credit hours, yet without a parallel declared major).
5. If students have not been admitted to the LEP of their choice by **75** earned BYU credits, the pre-major code will be dropped from their records.
6. If students are admitted to the LEP of their choice, then any parallel declared open-enrollment major will be dropped from their records.
7. If students contact the CFAC Advisement Center to declare or change to the only *open major* in the College of Fine Arts and Communications (Theatre Arts Studies), one of the following courses of action will be pursued depending on how many BYU credit hours have been earned:
 - a. **Fewer than 75 earned BYU credits:** students' requests will be accommodated without question.
 - b. **75+ earned BYU credits:** the CFAC Advisement Center will consult with a TMA department-designated contact (e.g., associate chair). If the department chooses to allow admittance and graduation is not unreasonably delayed, special permission will be granted.

Addendum to College of Fine Arts and Communications Major Declaration policy for the acting pre-major:

2. Recognizing that most major programs in the College of Fine Arts and Communications (CFAC) are LEPs, some students may be admitted directly to an LEP, while other students indicate interest in an LEP by obtaining *pre-major* status through one of the following methods:

- c. Select a *pre-major* on the initial application to BYU.
- d. Request *pre-major* status prior to earning **60** BYU credits. In this case, students must initiate the request with the CFAC Advisement Center, which will pursue one of the following courses of action depending upon how many earned BYU credit hours have been completed:
 - **Fewer than 30 earned BYU credits:** students' requests will be processed immediately.
 - **30-59.5 earned BYU credits:** students must meet with the acting area head; the area head will assess whether the student is eligible to declare the pre-major. If approved and the student has 30-44.9 credit hours, pre-major status will be granted by notifying the acting pre-major academic advisor. If approved and the student has 45-59.5 credit hours, pre-major status will be granted when a parallel major has been declared (please see #4).

Changing Majors For Students With 75+ Earned BYU Credit Hours

(formerly 90 earned BYU credit hours prior to Fall 2012)

Note: "BYU credit hour" references do not include AP/IB credit, transfer credit, or language exam credit

1. Students and departments/schools are expected to comply with the University policy wherein students will not be allowed to change majors if they have earned **75+** BYU credit hours.
2. In exceptional circumstances, the College of Fine Arts and Communications reserves the right to apply the former 75/90 policy guidelines in transition through 2015. Exceptions will be determined on a case-per-case basis when warranted (i.e., leave of absence cases, mission deferrals, non-traditional students, etc.)
3. If students are already admitted to a CFAC major and wish to change to a related major within the same department/school (i.e., BA to BFA or BA to BM or vice versa), departments/schools may support the change as long as graduation is not unreasonably delayed.
4. Procedures for LEP applications are as follows:
 - a. All department/school applications must include the University policy in their application materials. The policy is stated in the catalog as follows: **"Once a student has 75 earned BYU credit hours (excluding language exam credits), they will not be allowed to change their major, unless special permission is granted."**
 - b. Once the departments/schools have collected all application materials for a given application period, they will compile a list of all applicants (to include student name, student ID# and class standing) and submit the list to the CFAC Advisement Center.
 - c. The CFAC Advisement Center will check each applicant's earned BYU credit hours (excluding language exam credits) and report back to the departments/schools with a red-flagged indication for any applicants that are not in compliance with the 75 earned BYU credit hour policy.
 - d. The departments/schools will then make this information available to the decision-making faculty/committees **prior to** portfolio/audition/application reviews and decisions.
 - e. If the departments/schools choose to admit a "red-flagged" applicant, their letter of acceptance must include a statement to this effect: **"The University has stipulated that you may only change your major after 75 earned BYU credit hours by special permission under exceptional circumstances. In accordance with this policy, the department/school has decided to make an exception based upon the strength of your portfolio/audition/application. However, in granting this special permission, it is required that you promptly meet with your academic advisor in the CFAC Advisement Center to create a timely graduation plan. Please also be advised that although this exception has been granted, it is highly unlikely that an additional exception will be granted on your behalf."**