Earlham College
OFFICE OF THE REGISTRAR

Declaring/Changing a Major, Minor, or Applied Minor

Section A: Policies and Instructions

Declaring a Major:

1. Students are required to file a declaration of major at the Registrar's Office no later than the end of their fourth semester.
2. A late fee of $25.00 will be charged if the petition is submitted after the deadline.
3. A declared major may be changed at any time up to the add/drop deadline of the student's final semester by submitting a new major declaration form.

Declaring a Minor:

1. Minors are optional programs, you are not required to have a minor to graduate.
2. The deadline for declaring a minor is the 5th day of classes of the spring semester of the senior year.
3. Students must declare their Major Field of concentration before declaring a minor.

Declaring an Applied Minor:

1. Applied minors are optional programs, they are not required for graduation.
2. The deadline for declaring an applied minor is the 5th day of classes of the spring semester of the senior.

Progress towards completion of a major, a minor, and an applied minor will be tracked in DegreeWorks.

Complete Section B below and the relevant program section. Next to each requirement, indicate which semester (e.g. Fall 2023) you have taken or will take that course.

Your form must be signed by the Department/Program and your academic advisor (must be in your field of study for your major).

Section B: Student Information

Student Name _____   ID# _____

Email _____   Date _____

Planned Date of Graduation: May _____ December _____ Year: _____

Select one:

_____ I wish to declare my primary Major
_____ I wish to declare a Minor
_____ I wish to declare a second Major
_____ I wish to declare an Applied Minor
_____ I wish to change my Major

Art, Nature and Conservation Applied Minor

Use this form to declare a minor in [Art, Nature and Conservation Applied Minor](#) .

<div style="background-color:#7a1f2b; color:white;">

Minor/Applied Minor Declaration Form

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Declared Major(s) _____

Courses

	Course Code	Course Title	Credit Hours	Semester
☐	BIOL 111	Ecological Biology	4	
☐	BIOL 360	Conservation Biology	3	

Two of the following art-related academic courses:

	Course Code	Course Title	Credit Hours	Semester
☐	ART 115	Art Context & Meaning	4	
☐	ART 116	Art: Context and Meaning II	4	
☐	ART 200	Ceramics I	4	
☐	ART 205	Drawing I	4	
☐	ART 211	20th Century Art	4	
☐	ART 220	Introduction to Metal & 3D Fabrication	4	
☐	ART 225	Painting 1	4	
☐	ART 235	Introduction to Photography	4	
☐	ART 348	Landscape, Environment, and Art		
☐	One or two ART Studio II courses		4-8	

- May Terms will be considered by petition
- Other courses will be considered by petition

One of the following (natural science wildlife/natural history) biology courses

	Course Code	Course Title	Credit Hours	Semester
☐	BIOL 226	Biological Diversity	4	
☐	BIOL 340	Restoration Ecology	4	
☐	BIOL 346	Vertebrate Zoology	4	
☐	BIOL 348	Ornithology	3	
☐	BIOL 350	Field Botany	4	
☐	BIOL 357	Animal Behavior	4	
☐	BIOL 362	Entomology	4	

- May Terms will be considered by petition
- Other courses will be considered by petition

Co-curricular activity

You must complete at least two of the following:

- AWPE 210 Trail building and invasive species control (at least 21 hours of work)
- Presentation of wildlife/nature projects in art venue (e.g., art display in on/off-campus exhibition)
- Presentation of field project research (e.g., Earlham Epic Expo, Butler Undergraduate Research Conference)
- Volunteer at wildlife refuge, sanctuary, state park, botanical garden or equivalent, etc.—at least 20 hours of work
- Volunteer at zoo, aquarium, nature center, museum, state park, fish and wildlife service, art museum, wildlife exhibit—at least 20 hours of work—at least 20 hours of work
- Applied group at Joseph Moore Museum (e.g., interpretive exhibit creation, Eco-tour development) or Leadership in wildlife/nature club (bird club, insect club, or wildlife/nature relate field)—at least 20 hours of work
- Leadership/Participation in Vicki Penziner Matson Natural History Expedition—at least an overnight
- An outdoor experience where they reflect and observe nature and engage in at least two journal entries (e.g., outdoor trip, Vicki-Penziner Matson Field Trip, wildflower walk, their own Thoreau walk, etc.)—at least 48 hours of involvement
- Other experiences to be considered by petition

Culminating experience

The entire capstone portfolio must be submitted electronically in PDF format to the program point persons (Wendy Tori and Judy Wojcik). To graduate with the designation in art, nature and conservation, the portfolio must be submitted no later than March 31 of the graduating year. The faculty highly encourages students to complete the portfolio before this deadline. Applied minor faculty will review portfolios and schedule a feedback meeting prior to approving the capstone requirement.

The capstone portfolio should contain:

- Title page with student name
- Rationale for pursuing this designation
- Critical reflective practicum essay that connects the work that has happened throughout the courses taken, co-curricular components, and connections among them and to the theme—art, nature and conservation of nature
- Sample of artistic work (art, video, and paper) developed from their classes: An art portfolio with at least three pieces that reflect the connection between their work and conservation of nature (e.g., a PowerPoint with pictures of art pieces, the actual pieces on display, the photos, etc.)
- Updated resume that includes their designation work in a meaningful way

This student is hereby approved to pursue a major _____ / minor _____ in accordance to the above plans (please enter your full name below).

Academic advisor _____ Date _____

Department/Program Convener _____ Date _____

This completed form must be emailed to registrar@earlham.edu for processing. Your adviser and the Department/Program Convener must be copied on the email.

Registrar _____ Date _____