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

Business

Use this form to declare a major or a minor in [Business](#) .

Declaration/Change of Major

Bachelor of Arts

To earn a Bachelor of Arts in business, you must complete the following courses, in addition to general education requirements.

All business majors complete a common set of core courses which give students a strong foundation.

Business required courses

Course Code	Course Title	Credit Hours	Semester
☐ ECON 101	Introduction to Macroeconomics	3	
☐ ECON 103	Introduction to Microeconomics	3	
☐ MATH 120 Elementary Statistics or PSYCH 245 Research Methods and Statistics		4	
☐ PSYC 245	Research Methods & Statistics	4	
☐ BUS 122	Introduction to Marketing	3	
☐ ACCT 200	Financial Accounting	3	
☐ BUS 203	Organizational Behavior	3	
☐ BUS 221	Introduction to Global Supply Chain Management	3	
☐ BUS 370	Business Ethics	3	
☐ BUS 481	Internships, Field Studies and Other Field Experiences	0-3	
☐ BUS 488	Senior Capstone Experience	3	
☐ Complete four (4) courses within one concentration		12	

Concentrations

You may choose from one of these five (5) concentrations listed below to focus your studies.

Plan of study by concentration:

Finance

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
☐ BUS 305	Econometrics	3	

Course Code	Course Title	Credit Hours	Semester
☐ BUS 330	Investments	3	
☐ BUS 333	Corporate Finance	3	
☐ BUS 362	International Finance	3	
☐ BUS 369	Corporate Valuation	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Marketing

Course Code	Course Title	Credit Hours	Semester
☐ BUS 222	International Marketing	3	
☐ BUS 309	Consumer Behavior	3	
☐ BUS 310	Marketing Strategy	3	
☐ BUS 354	Entrepreneurial Marketing	3	
☐ BUS 361	Social Media and Marketing	3	

Management

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
☐ BUS 211	Leadership: Theory & Practice	3	
☐ BUS 325	Nonprofits in Civil Society	3	
☐ BUS 3xx	Human Resource Management (coming soon)	3	
☐ BUS 312	Leadership and Change	3	
☐ BUS 342	Leadership and Dealing with Differences	3	
☐ BUS 368	Business Communication	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Entrepreneurship

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
☐ BUS 306	Ennovation Lab	3	
☐ BUS 313	Social Entrepreneurship	3	
☐ BUS 354	Entrepreneurial Marketing	3	
☐ BUS 335	Intrapreneurship	3	
☐ BUS 3XX	New Ventures (coming soon)	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Supply Chain

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
☐ BUS 353	Transportation and Logistics	3	
☐ BUS 316	Project Management	3	
☐ BUS 361	Social Media and Marketing	3	
☐ BUS 405	Contemporary Topics Supply Chain & Operations Management	3	
☐ BUS 368	Business Communication	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Minor/Applied Minor Declaration Form

Declared Major(s) _____

Earlham graduates, whatever their majors, frequently pursue careers that move them into management positions. By taking business as a minor, students in any major can develop an understanding of how to work and lead in an organization.

Students minoring in our business program must complete these courses:

Course Code	Course Title	Credit Hours	Semester
☐ MATH 120	Fundamentals of Statistics	3	
☐ ACCT 200	Financial Accounting	3	
☐ BUS 203	Organizational Behavior	3	
☐ BUS 370	Business Ethics	3	
☐ Two additional courses from two different concentrations			

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 _____