

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

Teaching English to Speakers of Other Languages

Use this form to declare a minor in [Teaching English to Speakers of Other Languages](#).

Minor/Applied Minor Declaration Form

Declared Major(s) _____

To earn a minor in TESOL, you must complete the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/>	One language course at the 300-level or above in the language of your choice OR demonstrated proficiency in a second language		

Participation in an international study program (International students may be exempt.)

Three core courses and the Field Study course:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> TESO 344	Studies in Language Learning & Teaching	4	
<input type="checkbox"/> TESO 345	Linguistics OR another language's Linguistics course offering	3	
<input type="checkbox"/> TESO 348	Sociolinguistics	3	
<input type="checkbox"/> TESO 383	TESOL Field Experience	3	

One of the following elective courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> CLL 407	Translation: Theory & Practices	3	
<input type="checkbox"/> EDUC 120	Foundations of Education	4	
<input type="checkbox"/> EDUC 248	Theory and Practice of Education	4	
<input type="checkbox"/> JAPN 422	Japanese Linguistics	3	
<input type="checkbox"/> JAPN 430	Japanese Language in Social Context	3	
<input type="checkbox"/> JAPN 431	Literacy in Japanese	3	
<input type="checkbox"/> PSYC 230	Human Development	3	
<input type="checkbox"/> PSYC 366	Cradle & Grave	3	
<input type="checkbox"/> SPAN 406	Topics Advanced Spanish Linguistics II	3	

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 _____