

## 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

# 3+2 Pre-Professional Program in Engineering

Use this form to declare a in [3+2 Pre-Professional Program in Engineering](#).

Program [Engineering](#)

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](mailto:registrar@earlham.edu) for processing. Your adviser and the Department/Program Convener must be copied on the email.

Registrar \_\_\_\_\_ Date \_\_\_\_\_