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.

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 __________