

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

Accounting

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

Program [Accounting](#)

Declaration/Change of Major

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

You are encouraged to begin the major during your first or second year. This provides flexibility in your schedule to participate in an off-campus program and to develop professional networks among other students in the program.

Take all of the following ACCT courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ACCT 200	Financial Accounting	3	
<input type="checkbox"/> ACCT 230	Managerial Accounting	3	
<input type="checkbox"/> ACCT 300	Accounting and Society I	3	
<input type="checkbox"/> ACCT 310	Accounting and Society II	3	
<input type="checkbox"/> ACCT 341	Accounting Information & Control Systems	3	
<input type="checkbox"/> ACCT 350	Taxation and Business Law	3	
<input type="checkbox"/> ACCT 360	Auditing and Assurance	3	
<input type="checkbox"/> ACCT 481	Internships, Field Studies and Other Field Experiences	3	
<input type="checkbox"/> ACCT 488	Senior Capstone	3	

Take the following Business and Economics courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ECON 103	Introduction to Microeconomics	3	
<input type="checkbox"/> BUS 230	Introduction to Business Analytics	3	
<input type="checkbox"/> BUS 333	Corporate Finance	3	

** (students who took MATH 120, MATH 300, or PSYCH 245 prior to Spring 2023 may substitute that course for BUS 230)

Note: Students interested in becoming a Certified Public Accountant (CPA) will need to take four additional courses in BUS or ECON in order to seat for the CPA Exam.

Minor/Applied Minor Declaration Form

Declared Major(s) _____

To earn a minor in accounting, you must complete 15 credit hours, as follows:

Required Courses

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ACCT 200	Financial Accounting	3	
<input type="checkbox"/> ACCT 230	Managerial Accounting	3	
<input type="checkbox"/> ACCT 300	Accounting and Society I	3	
<input type="checkbox"/> ACCT 310	Accounting and Society II	3	

One of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ACCT 341	Accounting Information & Control Systems	3	
<input type="checkbox"/> ACCT 350	Taxation and Business Law	3	
<input type="checkbox"/> BUS 330	Investments	3	
<input type="checkbox"/> BUS 333	Corporate Finance	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 _____