

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

Arts Management Applied Minor

Use this form to declare a minor in [Arts Management Applied Minor](#).

Minor/Applied Minor Declaration Form

Declared Major(s) _____

To earn an applied minor in arts management, you must complete the following requirements.

Courses

- Two of the following Business courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 203	Organizational Behavior	3	
<input type="checkbox"/> BUS 211	Leadership: Theory & Practice	3	
<input type="checkbox"/> BUS 306	Ennovation Lab	3	
<input type="checkbox"/> BUS 354	Entrepreneurial Marketing	3	
<input type="checkbox"/> BUS 361	Social Media and Marketing	3	

- At least three courses from the Visual and Performing Arts division that add to a minimum of seven credits

Co-curricular activity

Complete one of the following co-curricular activities:

- Employment with Earlham Office of Events – minimum 30 hours
- Employment with Departments of Theatre Arts, Music or Visual Arts – minimum 30 hours – faculty/staff
- A leadership position in a student-run arts organization – 1 semester
- Gallery practicum
- Fringe Theatre Festival Company participation – 1 production cycle
- Volunteering with an off-campus arts organization – minimum 30 hours
- Internship with an off-campus arts organization (if second internship) – minimum 30 hours
- An arts & entrepreneurship May term – 3 weeks
- Other experiences to be considered by petition

Culminating experience

Students would be required to submit a portfolio of that consists of two job ads and material to apply to those positions (e.g. cover letter and cv/resume, as well as any other materials), outlining preparation for jobs in the field of Arts Management.

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 _____