

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

Business

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

Program [Business](#)

Declaration/Change of Major

Bachelor of Arts

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

All business majors complete a common set of core courses which give students a strong foundation.

Business required courses

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ECON 101	Introduction to Macroeconomics	3	
<input type="checkbox"/> ECON 103	Introduction to Microeconomics	3	
<input type="checkbox"/> BUS 122	Introduction to Marketing	3	
<input type="checkbox"/> ACCT 200	Financial Accounting	3	
<input type="checkbox"/> BUS 203	Organizational Behavior	3	
<input type="checkbox"/> BUS 221	Introduction to Global Supply Chain Management	3	
<input type="checkbox"/> BUS 230	Introduction to Business Analytics	3	
<input type="checkbox"/> BUS 370	Business Ethics	3	
<input type="checkbox"/> BUS 481	Internships, Field Studies and Other Field Experiences	0-3	
<input type="checkbox"/> BUS 488	Senior Capstone Experience	3	
<input type="checkbox"/> Complete four (4) courses within one concentration		12	

Note: [MATH 120](#) or [PSYC 245](#) used to fulfill the Statistics requirement for the Business major. Beginning in Fall 2024, students must take [BUS 230](#) to fulfill that requirement.

Concentrations

You may choose from one of these six concentrations listed below to focus your studies.

Business Analytics

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> ECON 305	Econometrics	3	
<input type="checkbox"/> ECON 306	Topics in Microeconomics	3	
<input type="checkbox"/> BUS 231	Communicating with Data	3	
<input type="checkbox"/> BUS 322	Data Mining and Predictive Analytics for Business	3	
<input type="checkbox"/> BUS 323	Forecasting and Risk Analysis	3	
<input type="checkbox"/> BUS 3XX * Topics in Business Analytics		3	

* coming soon

Entrepreneurship

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 306	Ennovation Lab	3	
<input type="checkbox"/> BUS 313	Social Entrepreneurship	3	
<input type="checkbox"/> BUS 354	Entrepreneurial Marketing	3	
<input type="checkbox"/> BUS 335	Intrapreneurship	3	
<input type="checkbox"/> BUS 3XX	New Ventures (coming soon)	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Finance

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 305	Econometrics	3	
<input type="checkbox"/> BUS 330	Investments	3	
<input type="checkbox"/> BUS 333	Corporate Finance	3	
<input type="checkbox"/> BUS 362	International Finance	3	
<input type="checkbox"/> BUS 369	Corporate Valuation	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Management

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 211	Leadership: Theory & Practice	3	
<input type="checkbox"/> BUS 325	Nonprofits in Civil Society	3	
<input type="checkbox"/> BUS 3xx	Human Resource Management (coming soon)	3	
<input type="checkbox"/> BUS 312	Leadership and Change	3	
<input type="checkbox"/> BUS 342	Leadership and Dealing with Differences	3	
<input type="checkbox"/> BUS 368	Business Communication	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Marketing

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 222	International Marketing	3	
<input type="checkbox"/> BUS 309	Consumer Behavior	3	
<input type="checkbox"/> BUS 310	Marketing Strategy	3	
<input type="checkbox"/> BUS 354	Entrepreneurial Marketing	3	
<input type="checkbox"/> BUS 361	Social Media and Marketing	3	
<input type="checkbox"/> BUS 422	Selling and Sales Management	3	

Supply Chain

Take four (4) of the following courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> BUS 353	Transportation and Logistics	3	
<input type="checkbox"/> BUS 316	Project Management	3	
<input type="checkbox"/> BUS 361	Social Media and Marketing	3	
<input type="checkbox"/> BUS 405	Contemporary Topics Supply Chain & Operations Management	3	
<input type="checkbox"/> BUS 368	Business Communication	3	

Related Collaborative Student Research and/or Contemporary Topics courses may count towards a concentration with faculty approval.

Minor/Applied Minor Declaration Form

Declared Major(s) _____

Earlham graduates, whatever their majors, frequently pursue careers that move them into management positions. By taking business as a minor, students in any major can develop an understanding of how to work and lead in an organization.

Students minoring in our business program must complete these courses:

Course Code	Course Title	Credit Hours	Semester
<input type="checkbox"/> MATH 120	Fundamentals of Statistics	3	
<input type="checkbox"/> ACCT 200	Financial Accounting	3	
<input type="checkbox"/> BUS 203	Organizational Behavior	3	
<input type="checkbox"/> BUS 370	Business Ethics	3	
<input type="checkbox"/> Two additional courses from two different concentrations			

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 _____