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
To earn a minor in equestrian management, you must take the following courses:

Complete all of the following management & leadership training courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWPE 109</td>
<td>Introduction to Equine Studies</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AWPE 209</td>
<td>Leadership &amp; Barn Management</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>AWPE 242</td>
<td>Aid and Care of Injuries</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Complete any of the instructor program courses a total of three times:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWPE 308</td>
<td>Stables Instructor Program</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>AWPE 309</td>
<td>Riding Assistants Course II</td>
<td>1</td>
<td></td>
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</tbody>
</table>

Complete one of the following culminating experiences:

- Serve on barn staff for two semesters
  - Taken as AWPE 409
- Instruct AWPE 109 & 209 for four semesters
  - Taken as AWPE 308 or 309
- Complete an applicable internship or research experience approved by barn staff & the program convenor

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWPE 409</td>
<td>Serve on barn staff for two semesters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AWPE 308 or 309</td>
<td>Complete an applicable internship or research experience approved by barn staff &amp; the program convenor</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Complete two of the following curricular electives:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>AWPE 342</td>
<td>Kinesiology</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BIOL 346</td>
<td>Vertebrate Zoology</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>
Other courses may fulfill this requirement with the approval of the program convener and Barn Staff.

**Please note:** Completing the minor requires co-op membership during the required courses. To join the co-op, register for AWPE 109 Introduction to Equine Studies.

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 ____________