Earlham College
OFFICE OF THE REGISTRAR

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

Public Policy

Use this form to declare a major or a minor in Public Policy .

Program Public Policy

Declaration/Change of Major

To earn a Bachelor of Arts in public policy, you must complete the following courses, in addition to general education requirements:

Course Code	Course Title	Credit Hours	Semester
☐ ECON 101	Introduction to Macroeconomics	3	
☐ ECON 103	Introduction to Microeconomics	3	
☐ ECON 305	Econometrics	3	
☐ POLS 121	Introduction to American Politics and Policy	3	
☐ POLS 242	Intermediate American Public Policy: Race, Social Insurance, and Security	4	
☐ POLS 488	Senior Seminar	3	
☐ MATH 120	Fundamentals of Statistics	3	

Additional Requirements

- Completion of a significant (100 hours) public service internship or similar experience, including an on-campus Presentation of Learning
- Completion of the politics department A.R.T. skill themes:
    - "A" for Argument: courses where students learn disciplinary definitions and practice constructing a scholarly argument;
    - "R" for Research: courses where students must demonstrate an ability to conduct case-study research and propose reasonable solutions to real-world problems; and
    - "T" for Theory: courses where students practice effectively summarizing and properly citing theoretical material [the Theory requirement fulfills this theme].

Three of the following approved elective courses (no more than two from one department):

Course Code	Course Title	Credit Hours	Semester
☐ BUS 203	Organizational Behavior	3	
☐ BUS 211	Leadership: Theory & Practice	3	
☐ BUS 313	Social Entrepreneurship	3	
☐ BUS 335	Intrapreneurship	3	
☐ BUS 342	Leadership and Dealing with Differences	3	
☐ ECON 301	Intermediate Macroeconomics	3	

☐ ECON 303	Intermediate Microeconomics	3	
☐ ECON 310	History of Economic Thought	3	
☐ ECON 311	Banking & Monetary Policy	3	
☐ ECON 330	Investments	3	
☐ ECON 344	Public Finance & Economics of the State	3	
☐ ECON 348	International Trade	3	
☐ MATH 180	Calculus A	4	
☐ HIST 124	Strike: Labor and Capitalism in U.S. History	3	
☐ HIST 225	Consuming the U.S. City	3	
☐ HIST 351	Workplace Justice: Readings in U.S. Labor History	3	
☐ MATH 300	Mathematical Statistics	3	
☐ MGMT 203	Introduction to Human Behavior in Organizations	3	
☐ POLS 322	Climate Policy & Energy Policy	3	
☐ POLS 324	Energy Policy		
☐ POLS 341	Political Parties & Elections	3	
☐ POLS 346	Constitutional Law I	3	
☐ POLS 362	Modern Political Theory	3	
☐ POLS 378	International Political Economy	3	

Minor/Applied Minor Declaration Form

Declared Major(s) _____

To earn a minor in public policy, you must complete the following course requirements (no more than two courses can overlap with a major in politics):

Course Code	Course Title	Credit Hours	Semester
☐ POLS 121	Introduction to American Politics and Policy	3	
☐ POLS 242	Intermediate American Public Policy: Race, Social Insurance, and Security	4	
☐ ECON 103	Introduction to Microeconomics	3	
☐ ECON 305	Econometrics	3	

One of the following Theory courses

Course Code	Course Title	Credit Hours	Semester
☐ POLS 362	Modern Political Theory	3	

Earlham College Catalog

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 <u>registrar@earlham.edu</u> for processing. Your adviser and the Department/Program Convener must be copied on the email.

Registrar _____ Date _____