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
Quality Science

Use this form to declare a minor in Quality Science.

Minor/Applied Minor Declaration Form

Declared Major(s) ____________________________________________

To earn a minor in quality science, you must complete seven courses totaling 23 to 24 credits.

Required Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>QSE 250</td>
<td>Global Regulatory and Legal Requirements of Quality</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>QSE 350</td>
<td>Product Development, Specifications, Process and Validation</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>QSE 351</td>
<td>Risk and Failure Analysis</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 200</td>
<td>Financial Accounting</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

AND one of the following options:

**Option A**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>Principles of Chemistry</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>CHEM 331</td>
<td>Equilibrium &amp; Analysis</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>CHEM 431</td>
<td>Advanced Analytical Chemistry</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**OR**

**Option B**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 112</td>
<td>Cells, Genes &amp; Inheritance</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 341</td>
<td>Cell Physiology</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>BIOL 461</td>
<td>Microbiology</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

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 ____________