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

Sports Management Applied Minor

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

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Minor/Applied Minor Declaration Form

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Declared Major(s) _____

Courses

You are required to take the following course in fulfillment of a sports management applied minor:

	Course Code	Course Title	Credit Hours	Semester
☐	BUS 260	Contemporary Sports Management		
☐	MGMT 260	Contemporary Sports Management	3	
☐	ESHS 199	Fundamentals of Exercise Science	3	
☐	PSYC 372	Psychology of Sport	3	

In addition, you are required to take four courses from the following options:

	Course Code	Course Title	Credit Hours	Semester
☐	EDUC 210	Outdoor & Environmental Education	2	
☐	BUS 211	Leadership: Theory & Practice	3	
☐	BUS 342	Leadership and Dealing with Differences	3	
☐	BUS 370	Business Ethics	3	
☐	EDUC 248	Theory and Practice of Education	4	
☐	ENSU 210	Outdoor and Environmental Education	1	
☐	ESHS 325	Sports Medicine	3	

Co-curricular activity

You will complete one of the following co-curricular activities:

- ◦ On-campus opportunities within Athletics, Marketing and Communications, the Sports Information Office or special events (must be approved by both the sports management convener and a representative from the respective office/department).
  - ◦ Volunteer experiences with relevant organizations such as K-12 organizations, city/state government, the Boys & Girls Club, YMCA, YWCA, etc.
  - ◦ Other opportunities in consultation with and approved by the sports management convener.

Culminating experience

Complete a poster presentation at Epic Expo. This poster must include:

- Discussion of a current topic of debate in the field of sports
- Discussion of your engagement in the applied minor, including:
    - which classes you took and co-curricular experience you did to complete the applied minor,
    - a synthesis across these experiences,
    - and a discussion of how this applied minor has influenced you/your future.

In addition, you must submit this poster and resume/CV with the applied minor on it to the convenor.

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 _____