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

Sustainability and Management Applied Minor

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

<div style="background-color:#7a1f2b; color:white; padding:10px;">

Minor/Applied Minor Declaration Form

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Declared Major(s) _____

Courses

One of the following environmental natural sciences courses:

	Course Code	Course Title	Credit Hours	Semester
☐	ENSU 151	Environment, Science and Sustainability	4	
☐	GEOL 201	Earth and the Environment	4	

One of the following environmental social sciences courses:

	Course Code	Course Title	Credit Hours	Semester
☐	ENSU 141	Environment, Society and Sustainability	4	
☐	ENSU 310	Application of GIS	4	
☐	ENSU 322	Climate Policy & Energy Policy	3	
☐	ENSU 326	US Environmental & Natural Resource Policy	3	
☐	ENSU 327	Urban Politics, Policy & Sustainability	3	

	Course Code	Course Title	Credit Hours	Semester
☐	One additional course from either environmental natural sciences or environmental social sciences			

One of the following Management Courses:

	Course Code	Course Title	Credit Hours	Semester
☐	BUS 203	Organizational Behavior	3	

One of the following additional management courses:

	Course Code	Course Title	Credit Hours	Semester
☐	BUS 211	Leadership: Theory & Practice	3	
☐	BUS 306	Ennovation Lab	3	

| ☐ BUS 313 | Social Entrepreneurship | 3 |
| ☐ BUS 370 | Business Ethics | 3 |

Additional courses will be considered by petition.

Co-curricular activity

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

- Student Sustainability Corps staff
- Serve on Sustainability Progress Committee
- Participate in business plan competitions (Earlham Prize or Hult Prize)
- Epic Advantage or summer research focused on sustainability and/or management as approved by applied minor faculty
- Other opportunities considered by petition as approved by applied minor faculty

Culminating experience

You will also submit a 1,500-word intellectual autobiography that reviews your development in the applied minor. The purpose of this intellectual autobiography is to sharpen your self-knowledge and self-awareness so you can describe your accomplishments accurately and with self-confidence as you enter into the world beyond Earlham.

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 _____