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**.

### Minor/Applied Minor Declaration Form

Declared Major(s) __________________________________________

#### Courses

**One of the following environmental natural sciences courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENSU 151</td>
<td>Environment, Science and Sustainability</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>GEOL 201</td>
<td>Earth and the Environment</td>
<td>4</td>
<td></td>
</tr>
</tbody>
</table>

**One of the following environmental social sciences courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENSU 141</td>
<td>Environment, Society and Sustainability</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENSU 310</td>
<td>Application of GIS</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>ENSU 322</td>
<td>Climate Policy &amp; Energy Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENSU 326</td>
<td>US Environmental &amp; Natural Resource Policy</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>ENSU 327</td>
<td>Urban Politics, Policy &amp; Sustainability</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**One additional course from either environmental natural sciences or environmental social sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>One additional course from either environmental natural sciences or environmental social sciences</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**One of the following Management Courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 203</td>
<td>Organizational Behavior</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

**One of the following additional management courses:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 211</td>
<td>Leadership: Theory &amp; Practice</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>BUS 306</td>
<td>Innovation Lab</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>
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 ____________

BUS 313 Social Entrepreneurship 3
BUS 370 Business Ethics 3