

Office of the Registrar – Academic Program Declaration Form
To Declare, Change, or Remove Major/Minor/Specialization
 Please return the completed form to the Office of the Registrar in Buttrick Hall, Room 101B



Name _____ ASC ID _____

Signature _____ Date _____

- Please **READ** the additional information on the reverse side of this form.
- The maximum number of majors and minors a student may complete is three; at least one, but no more than two must be a major. A student may choose one SUMMIT Specialization.

Major: (if Art, Chemistry, Classics, or English, please be specific)		
<input type="checkbox"/> Add or Change Primary Major	If changing primary major, please list primary major to be removed.	
_____ Major Faculty Advisor: Print Name Major Faculty Advisor's Signature Date		
<input type="checkbox"/> Add or Change Secondary Major	<input type="checkbox"/> Remove. List name of secondary major to be removed. <i>A departmental signature is not needed to remove secondary major</i>	
_____ Secondary Major Faculty Advisor: Print Name Secondary Major Faculty Advisor Signature Date		

Minor: (if Art, please be specific)		
<input type="checkbox"/> Add or change Primary Minor	<input type="checkbox"/> Remove. List name of primary minor to be removed. <i>A departmental signature is not needed to remove minor</i>	
_____ Minor Departmental: Print Name Minor Departmental Signature Date		
<input type="checkbox"/> Add or Change Secondary Minor	<input type="checkbox"/> Remove. List name of secondary minor to be removed. <i>A departmental signature is not needed to remove minor</i>	
_____ Secondary Minor Departmental: Print Name Secondary Minor Departmental Signature Date		

SUMMIT Specialization Declaration: May choose only one. Specializations that are not completed will be removed from the degree audit during a student's final semester.		
<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Global Learning	<input type="checkbox"/> Please remove SUMMIT Specialization

Registrar Office Use ONLY:

Processed _____ Scanned _____ ACD _____

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ACADEMIC PROGRAM REQUIREMENTS

Please refer to the Academic Catalog for a complete description of academic requirements. The Academic Catalog is posted online, <https://www.agnesscott.edu/academics/resources-support-services/academic-catalogs.html>

DECLARING A MAJOR

A student must select a major by the end of sophomore year. Transfer students who enter as juniors must select a major upon enrollment. The maximum number of majors and minors a student may complete is three; at least one, but no more than two must be a major. All students will declare and **may** complete one SUMMIT specialization. Major requirements are based on the catalog year the student matriculated to Agnes Scott College unless otherwise requested by the student. Students must have a minimum cumulative GPA of 2.000 in the major to receive a degree.

1. Complete an Academic Advisor Preference Form. Forms are online via myagnes.agnesscott.edu. The form lists the faculty who are eligible to serve as major advisors in each department. The Office of Academic Advising will notify you of your new advisor assignment.

2. Meet with your new advisor to complete this major form. The form must be signed by the student and the advisor in order to be processed. Your advisor may make a copy of the form for their files, and you will submit the form to the Office of the Registrar

DECLARING A MINOR

A student may elect a minor field of study in addition to the major. Minors are available as specifically described under certain departments and programs in the catalog. Courses taken to complete a major may not be used to complete a minor and conversely except as permitted by the affected department(s) or program(s). Students may receive at most two exceptions allowing them to count a class toward two majors or toward a major and a minor. Credit received in satisfying general education requirements may apply to a minor. Students must have a minimum cumulative GPA of 2.000 in the minor to complete the minor.

1. To declare a minor, pick up a form from the Registrar's Office and meet with the department chair or program director to complete it. The department chair may make a copy for their files.

2. Submit the completed and signed form to the Office of the Registrar.

DECLARING A SUMMIT SPECIALIZATION

A student may choose to declare a SUMMIT Specialization to enhance their area of knowledge in Leadership Development or Global Learning. Completion of the specialization leads to a notation on the transcript. A course may qualify as not more than one of the following kinds of courses: leadership skills, leadership studies, and global electives. A student may use a course both to meet a general education breadth requirement and toward a major or minor. A student may not use a course both to meet a general education breadth requirement and toward a SUMMIT specialization. A student may use a course toward both a SUMMIT specialization and a major or minor – unless doing so is prohibited by the department or program housing the major or minor. Students must earn a minimum cumulative GPA of 2.000 in a completed SUMMIT specialization to receive a transcript notation. Declared specializations that are not completed will be removed from the degree audit without penalty during a student's final semester before graduation.

- To declare a SUMMIT Specialization, submit this form to the Office of the Registrar, approvals are not required.