

Office of the Registrar – Academic Program Declaration Form

To Declare, Change, or Remove Major/Minor/Specialization

Please return the completed form to the Registrar’s Office in Buttrick Hall, Room 101B

Name _____ ASC ID _____

Signature _____ Date _____

- 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.
- Please **READ** the additional information on the reverse side of this form.

Major: (if Art, Chemistry, Classics, or English, please be specific)		
<input type="checkbox"/> Add <input type="checkbox"/> Change	Primary Major	
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change	Secondary Major	
Students must obtain all applicable signatures before form is processed		
Primary Major Major Faculty Advisor: Print Name	_____ Major Faculty Advisor’s Signature	_____ Date
Secondary Major (ONLY if declaring 2 nd major) Secondary Major Faculty Advisor: Print Name	_____ Secondary Major Faculty Advisor’s Signature	_____ Date

<p>SUMMIT Specialization Declaration: Choose one. Declared specializations that are not completed will be removed from the degree audit during a student's final semester before graduation.</p> <p><input type="checkbox"/> Leadership Development <input type="checkbox"/> Global Learning</p>

Minor: (if Art, Chemistry, Classics, or English, please be specific)		
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change	Primary Minor	
<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Change	Secondary Minor	
Students must obtain all applicable signatures to add or change a minor. (no signature needed to drop a minor)		
Primary Minor Minor Departmental Approval: Print Name	_____ Minor Departmental Approval: Sign Name	_____ Date
Secondary Minor (ONLY if declaring 2 nd Minor) Minor Departmental Approval: Print Name	_____ Minor Departmental Approval: Sign Name	_____ Date

Registrar Office Use ONLY:

Received _____ Processed _____ Scanned _____

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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/academic-catalog/index.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 at <https://www.agnesscott.edu/academicadvising/forms.html>. 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 SUMMIT SPECIALIZATION

All students will declare a specialization in either 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 during a student's final semester before graduation.

1. To declare your SUMMIT Specialization, submit this form at the time that you declare your major.

DECLARING A MINOR

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.

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