William & Mary
Office of the University Registrar
Blow Memorial Hall Room 240
PO Box 8795
Williamsburg, VA 23187-8795
757-221-2800 • Fax 757-221-2151
degreeaudit@wm.edu

INSTRUCTIONS FOR DECLARATION/CHANGE OF MAJOR

To Declare a Major, you:

- *may declare once you have EARNED at least 39 credits (including transfer, AP, IB, not in-progress courses). Use the transcript to view the number of earned credits, not the DegreeWorks audit. "Earned refers to graded and transferred credits and does not include in-progress credits.*
- *are required to declare when you EARNED 54 credits*
  - o *Students who matriculated with AP, IB, or dual enrollment credits, however, may wait until they have earned 39 credits since high school graduation.*
  - o *Transfer students entering with 54 or more credits may delay major declaration until the end of their first semester at the University.*
- *must sign and your advisor must sign the form – the form will not be accepted without these signatures*

PLEASE NOTE: There is a five business day processing time for declaration of major forms.

Declared Major(s) may be changed at any time, but prior to the last day of add/drop in their final semester by submitting a new Declaration/Change of Major form to the Office of the University Registrar.

SINGLE vs. DOUBLE MAJORS

College of Arts & Sciences and *School of Business*
You <u>must</u> declare <u>a</u> Major – you may also declare two majors; or one major and a minor.

School of Education
Elementary Education – you may also declare two majors or one major and a minor.
Secondary Education – this is a licensure program, not a major. You must declare an Arts & Sciences Major in the subject area you wish to teach (English, Government, History, Math, or a Science).

==PLEASE NOTE: William & Mary allows for the awarding of one baccalaureate degree and it is based on your primary major. The completion of two majors does not constitute the completion of two degrees.==

INSTRUCTIONS

1. Run a "What If" degree audit (for your intended major) via Banner Self Service. Complete a *Declaration/Change of Major form. You should bring the completed Declaration of Major Worksheet to your advisor meeting.* If you need assistance selecting a major advisor, visit the main office for the department of your intended Major. *To declare Business or Education majors, you must apply for admission to the School of Business or School of Education.*
2. Have your major advisor review and sign the completed form. **Your declaration of major cannot be processed without the signature of the major advisor.** For double majors, please submit a separate form for each major.
3. For most **Arts & Sciences** Majors, submit **the completed and signed declaration of major form to the University Registrar's Office**. Majors that require additional or special approvals are listed below:

   - ✓ **Business** majors - students must first apply for admission to the School of Business. Four semesters of residency, after acceptance to the School of Business, are required for graduation. DO NOT submit a declaration of major form for the business program to the Office of the University Registrar.

   - ✓ **Education** – students must first apply for admission to the School of Education. For Secondary Education – this is a licensure program, not a major. You must declare an Arts and Sciences major in the subject area you wish to teach (English, Government, History, Math, or a Science). DO NOT submit a declaration of major form for an education program to the Office of the University Registrar.

   - ✓ **Global Studies/International Relations** majors – final approval must be given by the respective program chair. *Submit the declaration form to the Program Office, not to the Office of the University Registrar.*

     Interdisciplinary Studies- Self-Designed majors – final approval must be given by the Assistant Dean for Undergraduate Education, in consultation with the Committee on Honors and Interdisciplinary Studies. Please visit the Arts & Sciences website at https://www.wm.edu/as/selfdesigned/index.php for more information and forms to declare the major.

   - ✓ All other interdisciplinary majors (Africana Studies, Computational and Applied Mathematics and Statistics, Environment and Sustainability, Film & Media Studies, Gender, Sexuality, and Women's Studies, Integrative Conservation, Linguistics, and Medieval and Renaissance Studies) must be approved by the respective program director. Several of these departments also have major worksheets that will be completed, signed by the advisor, and submitted with the declaration of major form to the Office of the University Registrar.

   - ✓ **Anthropology, Art & Art History, and Sociology** majors – copies of the completed declaration of major form <u>must</u> also be submitted to the student's advisor <u>and</u> to the administrative assistant in the Department.

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DECLARATION/CHANGE OF MAJOR

PLEASE TYPE OR USE BLUE OR BLACK INK.

SECTION A: Declaration   □ **Primary Major**   □ **Secondary Major**   *Is this a change?* □ Y □ N

Have you applied for graduation?   □YES   If yes, for what term?_____

                                                                            □NO   If no, what is your expected graduation date?_____

Student Name:_____   **93**_____
                        Last   First   MI   Student ID Number

_____@wm.edu   _____   _____
     E-mail Address   Degree (BA, BS, BBA, BAED)   Number of Credits Completed (taken from transcript)

I wish to declare the following Major(s): _____   _____
                                                            Primary Major   Concentration within your major (if applicable)

                                             _____   _____
                                                            Secondary Major   Concentration within your major (if applicable)

SECTION B: College Curriculum and Proficiency Requirements

Students must fulfill all proficiencies and College Curriculum requirements in effect at the time of their matriculation to the University. By signing below, you understand that keeping track of and meeting all of your requirements is solely your responsibility.

Student Signature_____   **Date**_____

SECTION C: Advisor Approval (form will NOT be accepted without advisor signature)

I have reviewed the DegreeWorks audit and discussed all of the course requirements with the student.

_____
Print Full Name (as it appears in Banner)   **Signature**   **Date**

SECTION D: Departmental Approvals (Required for majors in Africana Studies, American Studies, Computational and Applied Mathematics and Statistics, Environment & Sustainability, Film and Media Studies, Gender, Sexuality, and Women's Studies, Global Studies, Integrative Conservation. International Relations, Linguistics, Medieval and Renaissance Studies, and Music)

_____
Printed Name   Signature   Date

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DECLARATION/CHANGE OF MAJOR WORKSHEET
PLEASE TYPE OR USE BLUE OR BLACK INK

Student Name: _____   **93**_____

Last   First   MI   Student ID Number

Requirements for the Major

Core Courses for Major (List courses)	Completed?/ In progress (check box)	Not Met? (Note the intended Semester for completion)
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
Major Writing Req.	☐	
Major Computing Requirement (if applicable)	☐	

Electives Courses for Major (List courses)	Completed?/ In progress (check box)	Not Met? (Note the intended Semester for completion)
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	
	☐	

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