

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*
 - *Students who matriculated with AP, IB, or dual enrollment credits, however, may wait until they have earned 39 credits since high school graduation.*
 - *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 must declare a 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 must also be submitted to the student’s advisor and to the administrative assistant in the Department.

