

Declaring a Major or Minor

You may declare a major any time after your first semester of college work. Until you complete the form on the following page, you are considered undeclared. Major declaration forms are available [on-line](#) and from the Registrar's Office in the DeWitt Center.

When you formally declare your major, you will be assigned an academic advisor in your major by the department chairperson.

Most students declare a major by the end of their sophomore year; in this way, they can have an advisor from their major department and allow sufficient planning for a timely graduation.

Completing a major declaration is a statement of intent. To graduate with a major in your declared field, you will need to meet certain requirements--most often completion of the general education curriculum, a 2.00 GPA in your major field, and a 2.00 GPA in all Hope courses. If you fail to meet these requirements, you will not earn your degree. If you have questions about degree requirements, please run a degree evaluation or speak to your academic advisor. A few majors--notably education, social work, and nursing--have different requirements for admission to their programs. Check with these departments if you have questions.

You may declare up to three majors; please complete a separate form for each major.

As the form indicates, it is easy to revise a declared major. Upon receiving your revised major declaration, the chairperson will assign you a new advisor. The Registrar's Office will notify you of the change after updating your records.

Periodically, departments are sent lists of their majors and minors. Departments often use these lists to invite students to take part in departmental activities. Some majors--like special education, music, nursing, and some sciences--are highly structured, and students who declare majors late may have difficulty graduating in four years. You are encouraged, therefore, to declare your major as soon as you feel fairly confident about your choice and to consult with faculty in your major department.

While we want to encourage you to participate fully in the liberal arts experience, we also want to help you begin to narrow your choice of majors by the end of your sophomore year. Please read through the pink pages of [this booklet](#) or speak with your academic advisor, if you need some help making these decisions.

HOPE COLLEGE MAJOR DECLARATION



DIRECTIONS:

1. Submit completed form to the department chairperson in whose field you intend to major.
2. Department assigns you a new advisor.
3. Department returns signed form to Registrar's Office to update information. Registrar's Office sends copies to department and to student.

Name: _____ Student ID: _____

E-mail: _____@hope.edu

Class (circle one): FR SO JR SR Expected Graduation Date: _____

1. Check the appropriate box:

Declare a first major _____

Add a second major

1st major: _____ new already declared

2nd major: _____ new already declared

PLEASE COMPLETE A SEPARATE FORM FOR EACH MAJOR YOU DECLARE.

Undeclare a major _____

2. Intended Degree:

B.A. B.M.U.

B.S. B.S.N.

3. Teacher Certification:

Elementary

Secondary

4. Cumulative GPA: _____

None

Note: To graduate, you must meet minimum requirements in your major and cumulative GPAs.

Student Signature: _____ Date: _____

Current Advisor (signature not required): _____

Some departments require that you submit a list of courses taken in your declared field and/or your major GPA with your completed major declaration form. Check with your major department for details.

**** This information is available on your degree evaluation in your KnowHope Plus account. ****

DEPARTMENT USE ONLY

Department Chair Signature: _____ Date: _____

New Advisor (please print): _____

Comments: _____

REGISTRAR'S OFFICE USE ONLY

Major Code: _____ Date Processed: _____

Although minors are not required for your degree unless you intend to be certified to teach at the secondary level, you may declare a minor by completing the form shown below.

Please note that only one minor can be listed on your transcript.

HOPE COLLEGE MINOR DECLARATION



DIRECTIONS:

1. Submit completed form to the department chairperson in whose field you intend to minor.
2. Department returns signed form to Registrar's Office to update information. Registrar's Office sends copies to department and to student.

Name: _____ Student ID: _____

E-mail: _____@hope.edu

Class (circle one): FR SO JR SR Expected Graduation Date: _____

1. Check the appropriate box:

- Declare a first minor _____
- Add a second minor
- 1st minor: _____ new already declared
- 2nd minor: _____ new already declared
- PLEASE COMPLETE A SEPARATE FORM FOR EACH MINOR YOU DECLARE.*
- Undeclare a minor _____

2. Teacher Certification:

- Elementary
- Secondary
- None

3. Cumulative GPA: _____

Note: Some departments have a minimum GPA requirement.

Student Signature: _____ Date: _____

Some departments require that you submit a list of courses taken in your declared field with your completed minor declaration form. Check with your minor department for details.

**** This information is available on your degree evaluation in your KnowHope Plus account. ****

DEPARTMENT USE ONLY

Department Chair Signature: _____ Date: _____

New Advisor -- if necessary (please print): _____

Comments: _____

REGISTRAR'S OFFICE USE ONLY

Minor Code: _____ Date Processed: _____