

## 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, Schools of Business, Coastal & Marine Sciences, and Computing, Data Sciences and Physics*

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, Coastal & Marine Sciences or Education majors, you must apply for admission to that school.*
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.
  - ✓ **Coastal & Marine Sciences** majors - students must first apply for admission to the School of Coastal & Marine Sciences. **DO NOT** submit a declaration of major form for the 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.



# DEPARTMENT OF ENGLISH MAJOR DECLARATION FORM

(Use this page instead of the last page of the Registrar's Declaration/Change of Major Form)  
[https://www.wm.edu/offices/registrar/documents/degree/declaration\\_of\\_major\\_form.pdf](https://www.wm.edu/offices/registrar/documents/degree/declaration_of_major_form.pdf)

Student Name (Last, First Middle): \_\_\_\_\_ ID Number: 93 \_\_\_\_\_

You will choose the courses for your English Major in consultation with a departmental advisor considering your preparation, background, career expectations, and educational interests. Any full-time continuing faculty member can be a major advisor. The department encourages students to design a program of study that exposes them to a range of historical periods and critical approaches to literature. In addition to the requisite courses in English, a sound major program should include a coherent pattern of complementary elective courses in other departments and allied fields chosen in consultation with the advisor.

A common question: If I list a class on this form that I am planning to take, must I take that class or can I make substitutions?  
 The answer: You can make substitutions as long as you meet the requirements for the major. It's always a good idea to consult with your advisor if you have questions or concerns about changes you are making.

Term	1XX or 2XX	3XX or 4XX	Course Title	Credits
<b>INTRODUCTORY METHODS COURSE</b>				
While ENGL 250 can be taken at any point in your studies, we strongly recommend you take it early on. It is a prerequisite for some sections of ENGL 475: Research Seminar.				
	ENGL250		Interpreting Literature	<b>3</b>
<b>DISTRIBUTION REQUIREMENTS</b>				
A single course may fulfill up to two distribution requirements. Note: DegreeWorks sometimes does not automatically recognize courses that can count for two distribution requirements. If that happens to you and you would like DegreeWorks to count it for two requirements, first confirm that course does meet those requirements and then simply e-mail degreeaudit@wm.edu and explain exactly which course you are using to satisfy which requirements; it's a good idea to cc your advisor. If you do double count some courses, their credits only count once toward the total credits required for the major (36). All of these courses must be numbered 300 or above. Codes: BLB=Brit Lit Before 1700 BLT=Brit Lit 1700-1900 ALB=American Lit Before 1920 LS=Lit Since 1900 CR=Constructions of Race				
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
			<input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR	
<b>RESEARCH SEMINAR (Fulfills COLL 400 Requirement)</b>				
ENGL 475 fulfills both the major writing requirement and the major computing requirement. It can also fulfill one distribution requirement if it carries a suitable "attribute" code.				
		ENGL475	Research Seminar <span style="float: right;"><input type="checkbox"/> BLB <input type="checkbox"/> BLT <input type="checkbox"/> ALB <input type="checkbox"/> LS <input type="checkbox"/> CR</span>	<b>4</b>
<b>MAJOR ELECTIVES</b>				
English majors can count a maximum of nine credit hours in creative writing (CRWR), expository writing (WRIT), and linguistics (LING) as electives for the major. The English-language linguistics courses that can be counted are found in the catalog under English course descriptions. Students may count one approved literature course taken in any of the Modern Languages or Classical Studies, either in another language or in translation, as an elective toward the major. Approved courses are listed on the "undergraduate program" section of English Department's website. Students may seek approval for courses not on this list by petitioning the English Department Chair				
<b>TOTAL CREDITS</b>				
Minimum 36, at least 24 of which must be in courses numbered 300 and above.				