

Boston College - Lynch School of Education ***Procedure for Declaring / Adding / Changing a Major or Minor***

Majors indicated upon admission to Boston College are not considered ‘official.’

All Lynch School undergraduate students must ‘officially’ declare their majors via completing two forms and submitting them to the *Office for Undergraduate Student Services*, Campion Hall 104. Forms are available in Campion Hall 104 and 106 or on the Lynch School web site: <www/bc.edu/lynchschoo>

1. *Adjust Major/Program of Study* form (required by all students.) Students will indicate their Lynch School major, interdisciplinary major or A&S major, in addition to any minors.
2. Application for *Admission to Teacher Education Programs* form (required by students pursuing a teacher education major or minor.) A minimum grade point average of **3.0** is required to officially declare a teacher education major.

Declaring A&S majors or minors: Students who plan to declare any A&S major, should list the major on the Lynch School declaration form. English and History major declarations will be processed by the Lynch School. Except for English and History majors, students who are declaring A&S majors must also visit the specific A&S department to officially declare. All A&S minors should be declared through the Lynch School of Education, however, some declaration of minors must be processed through the A&S department.

Declaration forms will be reviewed and processed by the Lynch School. Students may check their records electronically to confirm that their declarations have been processed. If the forms are incomplete or if the student does not meet the required grade point average (3.0) to ‘officially’ declare their majors, the student will be notified via email. The student should reapply at the end of the next academic semester. Students who are uncertain whether they have “officially” declared their majors or minors, should check with a staff member in Campion 104.

Students may declare a major/minor at any time, however, declaration forms that are received too close to the pre-registration period may not be processed in time for a student to easily register for required courses under the new major.