**Procedure for Declaring / 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 website: <www.bc.edu/lynchschool>

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.

Beginning with the Class of 2014, students may choose a major in **Applied Psychology and Human Development** as either their primary Education major or as one of five interdisciplinary majors for Elementary Education majors. Students in the Class of 2014 and beyond should make sure that they are following the new program of study for this 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.**

2/2013
# Adjust Major/Program of Study

Students are required to complete & submit this form when declaring or changing majors/minors.

**Name:**

**Eagle Number:**

**Email Address:**

**Cell Phone #**

**Today’s Date:**

**Grad Year:**

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### ●Add a Primary Major

Primary majors, except for APHD, require an Application for Admission to Teacher Education Programs in addition to this form. All Secondary Education Majors will be assigned a Lynch School Advisor by subject.

<table>
<thead>
<tr>
<th>ADD</th>
<th>DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>08 Elementary Education (see state regulations)</td>
<td>08</td>
</tr>
<tr>
<td>60 Secondary Education</td>
<td>60</td>
</tr>
<tr>
<td>C6 Applied Psychology and Human Development (Classes 2014+)</td>
<td></td>
</tr>
<tr>
<td>Focus: A, B, C</td>
<td>C6</td>
</tr>
<tr>
<td>APHD/Social Work (*must apply to program)</td>
<td></td>
</tr>
</tbody>
</table>

### ●Drop a Primary Major

### ●Add an Interdisciplinary Major or Minor

All Lynch School majors, except Secondary Education, may choose one of six interdisciplinary majors as a second major.

<table>
<thead>
<tr>
<th>ADD</th>
<th>DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 Math/Computer Science</td>
<td>85</td>
</tr>
<tr>
<td>64 American Heritages</td>
<td>64</td>
</tr>
<tr>
<td>86 General Science</td>
<td>86</td>
</tr>
<tr>
<td>58 Perspectives on Spanish America</td>
<td>58</td>
</tr>
<tr>
<td>C6 Applied Psychology and Human Development (APHD)</td>
<td>C6</td>
</tr>
<tr>
<td>Focus: A, B, C</td>
<td></td>
</tr>
<tr>
<td>088 Special Education Minor</td>
<td>088</td>
</tr>
<tr>
<td>090 Middle School Math (Elementary Majors)</td>
<td>090</td>
</tr>
<tr>
<td>091 Middle School Math (Secondary Majors)</td>
<td>091</td>
</tr>
<tr>
<td>006 TELL/ESL</td>
<td>006</td>
</tr>
</tbody>
</table>

### ●Arts & Sciences Major Notification

**MY A&S MAJOR is:**

In addition to indicating an A&S major on this form, Lynch School students MUST also declare their major at the specific A&S Department (*Exceptions: English & History)

### ●Minor required for Applied Psychology and Human Development (^APHD) majors:

APHD majors are required to declare an A&S minor (6 courses) if they do not declare a second major or interdisciplinary major. Students are required to declare the minor with Lynch School, NOT A&S. **MY A&S Minor is:**

^APHD majors who opt to double major, or who officially apply to the Organizational Studies Minor, are not required to declare an A&S minor. Students must complete a separate application and be accepted into the Organizational Studies Minor with a minimum 3.0 GPA.

2/2013
Boston College
Lynch School of Education
Application for Admission to
Teacher Education Programs

This form MUST accompany all declarations in major for students who are declaring a teacher education program.

Name ______________________________ Eagle # _____________________________

Email Address _________________________ Cell Phone # _________________________

Expected Date of Graduation ______________ Date of Application ______________

Directions: Lynch School of Education students, Secondary Education Minors, and prospective transfer students must complete the Application for Admission to Teacher Education Programs form and the accompanying Adjust Major/Minor Program of Study form. Please complete and return the two forms to the Office for Undergraduate Student Services in Campion Hall 104.

Check one:

- [ ] Elementary Education (see state regulations)
- [ ] Secondary Education

- [ ] Special Education Minor
- [ ] Middle School Math (Elementary Majors)
- [ ] Middle School Math (Secondary Majors)

Please do not write below this line

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Action Taken  Date: __________________

- [ ] Admit
  - [ ] G.P.A.
  - [ ] Assessment of Basic Skills
    (entrance essay, course grades, etc.)
  - [ ] S.A.T. scores
  - [ ] Interview

- [ ] Reject
  - [ ] G.P.A. too low
  - [ ] Academic record contains deficiencies
  - [ ] Unable to complete required courses by graduation
  - [ ] Term in LSOE would not meet four semester requirement

Signature:  Date
Associate Director or Assistant Dean  for Lynch School Undergraduate Student Services

2/2013