Brandeis University

Business Major/Minor Change Form

INSTRUCTIONS

✓ You may use this form to:
  • Declare your Business minor
  • Drop your minor in Business
  • Change faculty advisor
  • Change your Business major to a Business minor
  • Drop your major in Business

✓ To declare the Business minor, you must have already completed, or be currently enrolled in Functions of the Capitalist Enterprise, BUS 10a.

✓ Please contact Senior Assistant Director, Karen Muise, at kmuise@brandeis.edu if you wish to declare the business minor.

✓ Complete page 2 and bring to Karen Muise.

✓ You cannot use this form to declare a business major. Please refer to the Business Program website for instruction to apply for the business major: http://www.brandeis.edu/programs/business/major/apply.html

✓ Transfer Credit: In order to have courses taken outside of Brandeis University count towards your minor, please contact Professor Hagit Weih, hagit@brandeis.edu, Undergraduate Advising Head for Business.

✓ Study Abroad: Please contact Professor Detlev Suderow (suderow@brandeis.edu), Undergraduate Advising Head for Study Abroad to petition to have your courses taken abroad count towards your business major or minor. You need to have your courses approved prior to leaving for your semester abroad.
Brandeis University
Business Major/Minor Change Form

Last name: ____________________________ First name: ____________________________ SAGE ID: 20 __ __ __ __

Brandeis E-mail Address: ____________________________ @brandeis.edu Date: ______________

What is your expected graduation term? ____________________________

To DECLARE a Minor or DROP a Major or Minor in Business complete this section:

I wish to (choose one):

☐ Declare a Minor in Business

☐ Drop a Minor in Business

☐ Drop my major in Business

To CHANGE your existing major or advisor, complete this section:

I wish to:

☐ change my major to a minor in Business

☐ change my faculty advisor to: ____________________________

Use the worksheet below to list the Business courses you are currently enrolled in or have completed for your Business minor. Please note that this worksheet does not replace the Petition to Request a Substitution for a Major/Minor Requirement for transfer courses.

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<tr>
<th></th>
<th>Semester I</th>
<th>Semester II</th>
<th>Summer</th>
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<td>Freshman Year</td>
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<td>Sophomore Year</td>
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<td>Senior Year</td>
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List any courses that you have transferred (you must have received the approval of the UAH to count towards your Business major or minor as well as complete a transfer credit form):

Please bring your completed form to Karen Muise, Senior Assistant Director, Business

For Office Use Only:

☐ Entered in SAGE Date: ______________