Brandeis University

Business Minor Declaration Form

INSTRUCTIONS

The business minor welcomes all students who wish to augment their liberal arts education with a brief but sophisticated overview of business issues.

Satisfactory completion of the minor is noted on the student's permanent record and transcripts.

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

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

✓ Complete page 2 and bring to Karen Muise, Sachar 130c or you may scan and email to kmuise@brandeis.edu.

✓ Transfer Credit: In order to have courses taken outside of Brandeis University count towards your minor, please contact Professor Hagit Weihs (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 courses taken abroad count towards your business major or minor. You need to have your courses approved prior to your leaving for your semester abroad.

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

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Semester II</th>
<th>Summer</th>
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</thead>
<tbody>
<tr>
<td>Freshman Year</td>
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<td>Sophomore Year</td>
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<tr>
<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, Associate Director, Business. You may drop the form off at my office, Sachar 130c or scan and email to kmuise@brandeis.edu.

For Office Use Only:

☐ Entered in SAGE Date: ___________________________