Mills College – Academic Records
Declaration of Major/Program Form

1. Fill out this form in consultation with your chosen major advisor(s). If your major has a concentration, please check the appropriate box under your major selection.

2. If you have transferred courses to Mills, you must provide your new major advisor a copy of your transfer credit report available via myMILLS. Your advisor will review these courses to determine which may be placed into your major. Your advisor must submit a formal substitution request online via the Mills Portal.

3. Double Majors: If you are declaring a double major at this time, you must obtain the signatures of both major advisors in Section IV of this form. If you have already declared a major and are now declaring a second major, please check “Double Major” in Section I below and obtain the signature of the 2nd major advisor only.

4. You must declare your major by the end of your sophomore year or, if you entered Mills as a junior, by the end of your first semester.

5. Courses used to fulfill the major may not be duplicated in your minor. For double majors, you must complete at least 30 unduplicated credits in each major.

6. If you have already declared your major and are requesting a different major advisor, please submit the Change of Advisor Form available online.

7. Your major requirements are governed by the catalog under which you were admitted.

8. The number of semesters of a student’s financial aid eligibility is established by the initial graduation date defined by Academic Records upon your entrance to Mills. An extension of graduation date will not necessarily result in an extension of financial aid eligibility.

SECTION I

Please check one: □ Major □ Double Major □ Change of Major □ Drop Major

Name:__________________________________________

Last First M.I.

Mills ID:_______________________________________ Term/Year Admitted to Mills: _______________________

Phone Number:_________________________________ Email Address:_______________________________

In consultation with my advisor(s), an academic plan has been created leading to my graduation in ______________________ Term/Year

SECTION II

Mark your intended major and concentration (if applicable)

☐ Art History 2011
☐ Art Studio 2021
☐ Art & Technology* 2023
☐ Art 2024

☐ Biochem/Molec Biology ☐ BA ☐ BS* 4060
☐ Biology* ☐ BA ☐ BS* 4010
☐ Ecology, Evolution & Behavior 4014
☐ Cell & Molecular Biology (BA only) 4013

☐ Biopsychology ☐ BA ☐ BS* 4095
☐ Business Economics* 5080
☐ Data Analysis 5011
☐ Finance 5013
☐ Strategy 5015

☐ Business Administration 5082
☐ Chemistry ☐ BA ☐ BS* 4040
☐ Child Development 6040
☐ Child Development & Elementary Educ 6045

☐ Business Communication 6062
☐ Media & Cultural Studies 6063
☐ Political Communication 6064
☐ Computer Science 4070
☐ Dance* 2030
☐ Dance Concentration 2033
☐ Dance & Digital Performance 2034
☐ Dance Theater 2036
☐ Data Science 7051
☐ Economics* 5010
☐ Data Analysis 5011
☐ Environmental Sustainability 5012
☐ Finance 5013
☐ International Markets and Policy (optional) 5065
☐ Social Issues 5014
☐ Strategy 5015
☐ Education 2005

Over
<table>
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<tr>
<th>Major</th>
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<td>English*</td>
<td>3010</td>
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<tr>
<td>Creative Writing</td>
<td>3012</td>
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<tr>
<td>Literature</td>
<td>3014</td>
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<td>Environmental Science</td>
<td>4440</td>
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<td>Ethnic Studies*</td>
<td>3510</td>
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<td>African Diaspora Studies</td>
<td>3512</td>
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<td>American Indian Studies</td>
<td>3511</td>
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<td>Community Organizing &amp; Social Justice</td>
<td>3530</td>
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<td>Comparative Ethnic Studies</td>
<td>3514</td>
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<td>Latina/o Studies</td>
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<td>Global Humanities &amp; Critical Thought</td>
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<td>Political Science*</td>
<td>6091</td>
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</table>

* The major you have chosen has more than one area of concentration. Please select one.

* Overall requirements for the BS degree differ from those of the BA. Please refer to the current catalog for specific requirements.

### SECTION III: Waivers and Substitutions

A formal request must be submitted to waive or substitute a requirement in the major. Requests are submitted online via the Mills Portal. There is a link to “Submit a Waiver or Substitution Request” in the Faculty and Advisor Menu in myMILLS. **DO NOT EMAIL REQUESTS TO RECORDS.**

If the advisor has determined that another Mills course or a transfer course may be used to substitute a requirement in the major, the course work must be equivalent to at least 3 semester credits.

Progress toward completion of the degree is evaluated based on the requirements in the catalog under which the student was admitted. If required courses are no longer offered, submit a substitution request.

Waiving requirements is permitted, however the student must make up waived credit elsewhere in the major to achieve the minimum credit required for the major.

### SECTION IV

Please obtain the signatures listed below.

Student Signature: ___________________________ Date: ___________________________

Major Advisor Signature*: ___________________________ Print Name: ___________________________

2nd Major Advisor Signature*: ___________________________ Print Name: ___________________________

Current Advisor Signature: ___________________________ Print Name: ___________________________

* My signature acknowledges my intent to advise the student in the major and my understanding of the waiver/sub request policy stated in Section III.

Academic Records Use Only: Processed by: ___________________________ Date: _________________ Waivers/ Substitutions processed? □ Yes □ No

Notes: ____________________________________________________________