Finding Forms Electronically

Forms that can typically be found in the Economics Office in Eggers Hall can now be found here, on our Department website. This includes Major Declaration and Plan of Study, Minor Declaration, and Course Petition forms.

Major Declaration Form

In declaring an Economics Major, students can make the decision to either pursue our B.A. in Economics, or our B.S. in Economics. We have information available (found here) as to which degree program might best fit a students' academic needs. If a student is having difficult deciding between the B.A. or B.S. track after reading the department information provided, the student can reach out to their Major Mentor for further assistance. Major Mentors are assigned by last name, and the full list of Mentors can be found here.

After deciding between the B.A. and the B.S., complete the Major Declaration Form (found here). In order to declare a major in Economics, students must submit both the Major Declaration Form, and their Plan of Study. Please read below for information on preparing a Plan of Study, links to required Plan of Study forms, and necessary steps for declaring the Economics Major.

Plan of Study Forms

The Plan of Study Forms are more specific than the Major Declaration form, so please follow the instructions below carefully.

The Plan of Study Form is assigned by two factors. First, whether you are declaring a B.A. or a B.S. Once you choose, pick the plan of study form assigned based on your Year of Matriculation (the year a student entered Syracuse University).

Declaring a B.A., Matriculation Year prior to 2018

Declaring a B.A., Matriculation Year after 2018

Declaring a B.S., Matriculation Year prior to 2018

Declaring a B.S., Matriculation Year after 2018

Submitting an Economics Declaration

After a student has filled out a Declaration Form, and the appropriate Plan of Study, they will need to contact their Major Mentor to schedule a virtual meeting. In this meeting, a Major Mentor will go over the course requirements of the degree they have chosen to pursue, and provide assistance for any course, departmental, and degree requirement concerns a student may have. During this meeting, the Major Mentor will provide a signature of approval to the student’s Plan of Study Form. The student will then sign their name on both the Plan of Study and Declaration Form. After the Major Mentor and Student have signed the forms, both the Plan of Study and Declaration should be sent electronically to eobrie08@syr.edu. The Economics Department will then provide the required Department Chair Signature, and submit the Declaration form electronically to the student's Home College for final review.

For any questions or concerns regarding Major Declaration and Plan of Study forms or procedures, please email eobrie08@syr.edu.
Minor Declaration Form

The Minor Declaration Form (found here) differs from the Economics Department Major Declaration process. Firstly, there is no Plan of Study form required for a Minor Declaration Form.

However, in order to Declare a Minor, a student must meet with either a Home College Advisor, or their assigned Minor Mentor to discuss their academic plan for pursuing an Economics Minor. Minor Mentors are assigned by a student’s last name. A list of Minor Mentors can be found at the top of any Minor Requirement Form (linked below).

Once a student has met with AND obtained the signature of their Minor Mentor, they must submit the Minor Declaration electronically to eobrie08@syr.edu for the Department Chair signature. After a Minor Declaration form has been submitted to eobrie08@syr.edu, the Economics Department will then electronically forward a student’s Minor Declaration form to their Home College for final review.

The Minor Requirements differ based on a student’s year of matriculation to Syracuse University.

Minor Requirements, Year of Matriculation prior to 2018

Minor Requirements, Year of Matriculation after 2018

Withdrawal from an Economics Course

To withdraw from an Economics course, please fill out the Withdrawal Form and indicate all relevant class information. After finishing the paperwork, please submit an electronic copy to the professor of the course you wish to drop for an approval signature. After this, email your signed Withdrawal Form to the Economics Department at eobrie08@syr.edu. The Department will then send the withdrawal form to the Office of the Registrar for final review.

Submitting Petitions Electronically

Petition forms differ depending on a student’s Home College. For any student whose home college is Arts and Sciences, they can find our Petition to Faculty form here. This form is used for students interested in taking a course at another institution and receiving credit at Syracuse University. All courses must be pre-approved before a student enrolls in order to receive Syracuse credit. When submitting this petition form, please attach a syllabus for the specific semester a student intends on taking said course. For example, if the petitioned course occurs during the Summer 2020 semester, then the attached syllabus MUST be from the Summer 2020 semester as well. The syllabus must include the name of the faculty member teaching the petitioned course. All petitions without the current syllabi and faculty member teaching the petitioned course will be returned to students for further detail.

When a student has completed the Arts and Sciences petition linked above, they should submit an electronic copy of the form along with the current syllabus and lecturer name to eobrie08@syr.edu. After confirming that all the required documents are present, the forms will be sent to the Economics Department Director of Undergraduate Studies for review. When a decision has been made regarding the petition, the student will be notified via email. If a petition is denied, the student will be provided some information as to why. If the petition is approved, the students will be sent instructions for the next steps in the petition submission process.

For further information regarding the Arts and Sciences petition process, visit their advising website.
For general petitions to the Economics Department faculty, please use this form. This general petition can be used to request permission regarding departmental courses offered within Syracuse University. For example, this could mean requesting to substitute a Syracuse University Math course for an Economics course in the pursuit of the Economics Major. These petitions do not require a syllabus to be attached. However, a student must submit the General Petition form to eobrie08@syr.edu for review as well. As with the Arts and Sciences Petition, a student will be notified about any decision made regarding their submitted petition.

For our general standing policies regarding student petitions, please visit our student handbook.

For questions regarding petition form requirements, please email eobrie08@syr.edu.

**Important Links**

For information about the College of Arts and Sciences advising resources, please visit this link. You will find a list of advisors at the far right of this page. For access to additional academic forms through the College of Arts and Sciences, please visit this link. The Syracuse University Registrar homepage has additional resources for the online transition, and can be found here. Additionally, the complete contact information for the Office of the Registrar can be found here.