

DECLARATION OF AN ACADEMIC MINOR



Academic Minors are declared:

- when the course work for the minor has been completed by the student.
- OR**
- during a student's final semester if the course work related to the minor is being completed in that semester.

To declare a minor, a student should:

- complete **Section A** below,
 - have his/her Academic Advisor complete **Section B** below,
- AND**
- submit this form with a copy of your **unofficial transcript** to the Vice President of Academic Affairs.

The Vice President of Academic Affairs (VPAA) is responsible for reviewing your transcript, certifying that all requirements have been met, and completing **Section C**. Your DECLARATION OF AN ACADEMIC MINOR form will be sent to the Registrar by the VPAA's office upon approval. If there are any problems in terms of meeting the requirements, you will be contacted via email by the VPAA.

Section A: Identifying Information

Last Name: _____ First Name: _____ M.I.: _____

Class of: _____ ID Number/Social Security #: _____

Major(s): _____

Email Address: _____

Title of Academic Minor: _____

Section B: Certification of Completion of an Academic Minor

(to be completed by your Academic Advisor)

This certifies that the above-named student:

- Has completed all requirements of the minor with a minimum c-GPA of 2.50 in all courses for the minor
- Will have completed all requirements of the minor with a minimum c-GPA of 2.50 upon satisfactory completion of the following courses in progress for the minor (must list specific courses):

Signature of person completing Section B: _____

Section C: Approval of an Academic Minor

This certifies that the above has been reviewed by the VPAA and is approved:

VPAA