

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,

Your Academic Advisor is responsible for reviewing your transcript, certifying that all requirements have been met, and completing **Section B**. Your DECLARATION OF AN ACADEMIC MINOR form will be sent to the Registrar's office for additional review. If there are any problems in terms of meeting the requirements, you will be contacted via email by your Academic Advisor and/or the Registrar.

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 Registrar and is approved/documentated:

Registrar