

# INSTRUCTIONS FOR DECLARING AN INTENTION TO MINOR

College of Arts and Science Students

- ◆ The department(s) in which you are declaring a minor(s) will assign a minor adviser to you.
- ◆ If you are declaring a single minor, fill out two forms, have your minor adviser sign both, file one with the department and the other with the Arts and Science Registrar's Office, 311 Kirkland Hall.
- ◆ If you are declaring a double minor, fill out three forms, have both minor advisers sign all three, file one with each department and the third with the Arts and Science Registrar's Office, 311 Kirkland Hall.
- ◆ **Please note:** If you are dropping a minor, you **must** obtain that adviser's signature, and file a form with the minor department notifying them of your intention to drop.
- ◆ **Please note:** If you are declaring an additional minor, you **must** re-declare your first minor and obtain the necessary signatures. This form supersedes all other declarations of intent to minor.
- ◆ **Before turning in this form to the Arts and Science Registrar's Office**, please make sure of the following:
  - Your adviser's signature is legible.
  - For History and Managerial Studies: a minor concentration is indicated.

## Minor Policy Summary:

- Not a degree requirement.
- Each minor must have at least 15 credit hours that are being counted solely toward the minor.
- Minimum grade point average of at least a 2.00 in the minor.
- Courses taken on a P/F basis cannot count toward the minor.
- Changes to the minor may not be made after students begin the second semester of their senior year.
- Students have the responsibility to know and satisfy all requirements for minors that they intend to complete. See the Undergraduate Catalog for a list of requirements for the minor.

---

## Select One:

- DECLARATION OF MINOR(S)       ADDITION OF MINOR(S)  
 DROP MINOR (S)

The College of Arts & Science Registrar must receive this form, filled out and signed, and the minor adviser(s) should retain a copy. Subsequent changes in the declared minor(s) must be made with the College of Arts & Science Registrar as soon as the student knows of them. *Changes may not be made after the fifth class day of second semester of the senior year.*

Name \_\_\_\_\_ SSN: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

Add Minor: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Drop Minor: 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Adviser's Signature: \_\_\_\_\_ Date: \_\_\_\_\_