

# APPLICATION FOR A MINOR

*Students graduating in the Spring must file this form with the Registrar's Office by October 1st of the preceding Fall Semester.  
Students graduating in the Summer or Fall must file this form with the Registrar's Office by March 1st of the preceding Spring Semester.  
Former students, who are graduating the semester of their return, must file this form with the Registrar's Office by the 15th semester day.*

➡ This application is for my (choose one): **Teaching Minor:**  **Non-Teaching Minor:**

I am also pursuing the following credentials for completion at this time and will submit separate applications\* for university review:

Primary Major: \_\_\_\_\_ Second Degree: \_\_\_\_\_

Second Major: \_\_\_\_\_ Minor(s): \_\_\_\_\_

\* Each credential, other than 2nd concentration, requires a unique form.

Full Legal Name (Last, First Middle):		Student ID#:
Graduation Semester:	Spring Semester <input type="checkbox"/> Summer Semester <input type="checkbox"/> Fall Semester <input type="checkbox"/>	Graduation Year:
Minor:	Department of Minor:	Catalog Year:
College of Minor:	Preferred Email Address:	

<p><b>Student</b> ➡ <input type="checkbox"/> From the DegreeWorks templates, I have created a Minor plan for my advisor to activate and lock.</p> <p style="text-align: center;"><b>Student initials:</b> _____ <b>Date:</b> _____</p> <hr/> <p><b>Advisor</b> ➡ <input type="checkbox"/> I have locked and activated the student's DegreeWorks Final Semester Minor Plan. Once the plan is successfully completed, the student will have met the department's academic program requirements.</p> <p>OR</p> <p><input type="checkbox"/> Successful completion of the requirements, as defined within the DegreeWorks Minor Worksheet, will result in the student having met the department's academic program requirements.</p> <p>IF NEEDED</p> <p><input type="checkbox"/> Any anomalies in the above cited approval are recorded in a DegreeWorks "Final Semester Advisor Note...."</p> <p style="text-align: center;"><b>Advisor initials:</b> _____ <b>Date:</b> _____</p> <hr/> <p><b>Certifying Officer</b> ➡ <input type="checkbox"/> I have entered the "Final Semester Certified" note in DegreeWorks. Provided the student meets the above mentioned advisor-directed criteria and any additional criteria within the "Final Semester Certified" note, the student fulfills all departmental requirements for this academic program.</p> <p style="text-align: center;"><b>Certifying Officer initials:</b> _____ <b>Date:</b> _____</p>
---

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Certifying Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Teaching Minors must be signed by the Department of Education*

Dept. of Education: \_\_\_\_\_ **Date:** \_\_\_\_\_

