



INDIANA UNIVERSITY

SCHOOL OF EDUCATION
Office of Teacher Education
Bloomington

Declaration of Academic Minor Form

Academic minors may be listed on a School of Education student's official transcript. Minors will not be listed in the Convocation program or on the diploma. Academic minors are not intended to be a subject specific teaching license.

To facilitate notation of this academic achievement, the department granting the minor is asked to document the course work completed for the minor on this form and submit it to the School of Education Recorder.

Step 1: To be completed by the student:

Name: _____ ID #: _____

IU Email: _____ Expected Graduation Date: _____

Education Major: _____ License Addition: _____

Academic Minor Selected: _____

Undergraduate students enrolled in a degree program at IUB's School of Education are not required to complete a minor for degree certification. However, many students find this a desirable opportunity to study, at some depth, in a subject area of interest.

To officially pursue a minor on this campus, students must be aware of the information and follow the procedures outlined below.

By filing this Declaration of Academic Minor Form, I understand the following:

1. Completion of the minor is an additional opportunity **but not a part of my academic program**.
2. The sponsoring department of the minor is responsible for informing me of the approved requirements for the minor and for any advising associated with the minor. (Exceptions: Counseling, and International and Comparative Education minors, and Higher Education and Student Affairs Certificate: See an education advisor)
3. No priority for class registration will be given for courses required in the minor.
4. This form must be submitted to the School of Education Recorder (ED 1000) prior to the last day of the semester before student teaching to assure timely processing.
5. Minor(s) will not be added retroactively to my record after graduation.
6. Courses used for an education degree plan cannot be used to fulfill an academic minor. (Exception: EDUC courses that are listed on the course list for both the degree plan and academic minor plan.)
7. No course overlap is allowed between minors.
8. Any changes from the courses required in the minor must be approved by the department sponsoring the minor and submitted to the School of Education Recorder's Office by the same deadline as in item #4 above.

(Type your name below to sign the form.)

Student Signature: _____

Date: _____

To declare a minor, the approved Plan of Study must be completed on side 2 of this form, and signed by the advisor and the student.

Step 2: Plan of Study (To be completed by the department sponsoring the minor.)

The department(s) in which you are declaring a minor(s) will assign an academic advisor to you.

This tentative plan of study for the minor is an informal document. You should discuss your graduation requirements with your academic advisor. You must follow the requirements established by the sponsoring department in order to have the minor display on your transcript. Exception: The academic minors completed as a part of the Elementary Education plan must meet the higher course grade (a C or better) and GPA requirements (a 2.5 GPA) established by the School of Education.

COURSE NUMBER & TITLE	CREDIT HOURS	SEMESTER/YR	GRADE	IUB OR TRANSFER
1.				
2.				
3.				
4.				
5.				
6.				

Any changes to the courses required for the minor once this form is submitted must be approved by the department sponsoring the minor and submitted to the School of Education Recorder's Office

(Type your name below to sign the form.)

Academic Minor Advisor Signature: _____ Date: _____

This form should be returned to the School of Education, Recorder's Office by the sponsoring department's academic advisor once it is signed.

Step 3: To be completed by the School of Education Recorder's Office.

Academic Minor Code: _____

SoE Recorder: _____ Date Entered into SIS: _____