Declaration of Academic Minor Form

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

To facilitate notation of these academic achievements, departments granting minors are asked to document the course work completed for the minor on this form and send the original paper form to the School of Education Recorder (ED 1000).

Step 1: To be completed by the student:

_______________________________________________

Last Name  First Name  MI  Student ID Number

_______________________________________________

Email Address  Expected Graduation Date

_______________________________________________

Education Major  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 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 variance 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 (ED 1000) by the same deadline as in item #4 above.

_______________________________________________

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: To be completed by the department sponsoring the minor.

The department(s) in which you are declaring a minor(s) will assign a minor 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 in 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.)

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<th>COURSE NUMBER &amp; TITLE</th>
<th>CREDIT HOURS</th>
<th>SEMESTER/YR</th>
<th>GRADE</th>
<th>IUB OR TRANSFER</th>
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If changes to the requirements in the academic bulletin are allowed but not listed on this form, it is the student’s responsibility to ensure that these changes be communicated to the School of Education Recorder’s Office.

_____________________________________________  ___________________________
Academic Minor Advisor Signature                     Date

This form should be returned by campus mail to the School of Education Recorder’s Office (ED 1000) by the sponsoring department’s advisor once the form is signed.

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

__________________________________________
Minor Code

__________________________________________
SoE Recorder’s Approval                     Date Entered into Record