Declaration of Academic Minor

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 E-mail: _________________________________
Expected Graduation Date: _____________________

Education Major: ___________________________
License Addition (if applicable): ___________________

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 (with the exception of some Elementary Education students). However, many students find this a desirable opportunity to study, at some depth, a subject 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 (with the exception of some Elementary Education students).
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 minor, International and Comparative Education minor, and Higher Education and Student Affairs Certificate. For these, 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 after graduation.
6. Only one course used for an education degree can be used to fulfill an academic minor.
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 (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 the form must be 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 2.0 GPA) established by the School of Education.

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<th>COURSE NUMBER &amp; TITLE</th>
<th>CREDIT HOURS</th>
<th>SEMESTER/YEAR</th>
<th>GRADE</th>
<th>IUB OR TRANSFER</th>
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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 (ED 1000) prior to the last day of the semester before student teaching.

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: ____________________________