



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. Education students may not be awarded a minor in a field that is the same as a School of Education major. For example, a student pursuing a B.S. in Education: World Language: Spanish may not be awarded a minor in Spanish from the College of Arts and Sciences.
2. The department offering the minor/certificate will determine how many credit hours from the education program may count towards their department's minor/certificate. For example, the School of Public Health will determine how many credit hours of SPH-F classes taken as a part of the Counseling and Student Services major through the School of Education will count towards a Human Development and Family Studies Minor.
3. No course may count for more than one minor, whether within the School of Education or in another unit. For example, EDUC-H 205: Introduction to Educational Thought cannot count towards both a O'Neil School of Public and Environmental Affairs Education Policy Minor and a School of Education International and Comparative Education Minor.
4. No priority for class registration will be given for courses required in the minor.
5. 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.
6. Minor(s) will not be added retroactively after graduation.
7. 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 #5 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.

Declaration of Academic Minor (side 2)

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.

COURSE NUMBER & TITLE	CREDIT HOURS	SEMESTER/YEAR	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 (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: _____