DECLARATION OF AN ACADEMIC MINOR

Academic Minors are declared when the course work for the minor has been completed by the student (or, in the semester prior to the student’s graduation, if course work related to the minor is being completed in his/her final semester). To declare a minor, students should:

- Complete Section A below, and
- Submit this form with a copy of your unofficial transcript to the Educator Information Office in Room W120A, Furcolo Hall.

The Educator Licensure Office is responsible for reviewing your transcript and certifying that all requirements have been met. Your Declaration will be sent to the Registrar by our office. If there are any problems in terms of meeting requirements, you will be contacted via email.

Section A: Identifying Information

Last Name: ______________________  First Name: ____________________  M.I.: ____________

Class of: _______________  ID Number: ____________________________________________

Major(s): _______________________________________________________________________

Email Address: ___________________________________________________________________

Title of Academic Minor:  _Education________________________________________________

Section B: Certification of Completion of an Academic Minor

(to be completed by an authorized representative of the department offering the Minor)

This certifies that the above-named student:

_____ Has completed all requirements of the minor with a minimum cgpa of 2.50 in all courses for the minor.

_____ Will have completed all requirements of the minor with a minimum cgpa of 2.50 upon satisfactory completion of the following courses in progress for the minor (must list specific courses):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Authorized Department Representative          Date