

How to Declare A Minor*

A minor is 15 to 18 hours of course work in a particular subject area. Almost any Subject area can be chosen. Up to six hours of the course work for a minor can also be used to meet another requirements (English, Humanities, Social Sciences, etc.). The remaining hours will count as "General Electives". Beginning with catalog 115 only students majoring in **History, International Studies, Modern and Classical Languages, Speech Communication and Theater Arts** need a minor of 15-18 hours, with nine hours of 300/400 level course work. Students in other majors may declare a minor, consisting of 15 hours with at least six hours of 300/400 level course work. You **must** earn a "C" or better in all minor course work.

Fifteen to eighteen hours from a particular department may not be approved as a minor. Some departments do not approve minors: Health and Kinesiology for example. Others have a "structured" or pre-approved minor. That's why it is important to visit with an advisor in the minor department. The [College of Liberal Arts Student Handbook](#) also describes Interdisciplinary Minors in Biomedical/Biological/Life Sciences, Business, Classical Studies, Religious Studies, and Women's Studies, which include courses from different departments.

Don't wait until the last minute to see your advisor. Minors should be declared by the time you have 75 hours of course work; they **must** be declared before you complete 95 hours.

These are the steps to take to declare a minor:

- 1) Meet with your departmental advisor and pick up a copy of the "[Proposed Minor Field of Study](#)" form.
- 2) Meet with an academic advisor from the "Minor" department. That advisor will list acceptable courses and an appropriate sequence for them.
- 3) Return the form to your departmental advisor for review. If approved, you will keep a copy and your advisor will forward a copy to the Office of Undergraduate Advising. Your advisor will enter your choice of minor field of study on your degree plan.
- 4) When you have completed the classes for your minor (with grades of "C" or better in all courses), ask your advisor to fill out the "[Declaration of Minor Field of Study](#)" form and send it to the CLLA Office of Undergraduate Advising.

If you have any further questions, please consult your CLLA Student Handbook before you see an advisor.

* Material in this handout was originally part of a College of Liberal Arts/Office of Undergraduate Advising "How To" series.