

## CCA Undergraduate Minor Declaration

*Completion of this form, including a meeting with an advisor, is required to declare a minor. Students should inform their advisor of any plans to undertake the minor as early as possible.*

Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Minor: \_\_\_\_\_

Students should formally declare their intention to pursue a minor as early as possible but must do so **before registering (i.e. before priority registration) for their first semester of senior-year classes.**

To declare, students must meet with their advisor to discuss specific plans for completing the minor and obtain the advisor's approval.

**Note:** Failure to either complete the minor or formally withdraw from it may delay the student's graduation date. To withdraw from the minor, a student must make the request directly to the Student Records Office.

**Student:** *I reviewed the minor requirements and intend to complete all major and minor requirements in order to graduate.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AND**

**Advisor:** *I have reviewed the student's plans for completing the minor requirements by his/her projected graduation date.*

Major Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Advisors:** please collect the signed form and forward to the **Student Records Office.**

**Students:** once your advisor has filed the form with Student Records, your degree audit will be updated to show the minor degree requirements.