

Academic Minor Request Form

Student Name _____ Date _____
Last First MI

Morrisville ID# _____ Telephone Number _____

Current Major _____ Degree _____ School _____

Minor Requested _____ School _____

Required Signatures

Student Signature _____ Date _____

I have read and understand the Academic Minor Policies on the back of this form.

Student's Academic Advisor _____ Date _____

School of Minor
Department Chair/Coordinator _____ Date _____

Academic Dean _____ Date _____

Procedure for Adding a Minor Area of Study

- a) You can add a minor only if you are enrolled in a bachelor degree program.
- b) Obtain an Academic Minor Request Form from your current school office or the Registrar's Office.
- c) Complete the form, sign it, obtain the signatures of your current academic advisor, the chair/coordinator of the department or program in which you want to declare a minor, and your academic dean.
- d) Return the completed form, with all necessary signatures, to the Registrar's Office.
- e) You must declare a minor prior to completing 105 degree credits of required coursework for the bachelor degree.
- f) Minors will appear on student's transcript. Minors will not appear in the commencement program or on the student's diploma.

A minor is a course sequence within an area of study that provides a degree of specialization within that area, which can be a specialty within a discipline or a specialty integrating several disciplines. Declaring a minor is optional and only available to students enrolled in baccalaureate degree programs.

Minors shall be designed to be completed within the same timeframe allowed for the completion of the baccalaureate degree. After matriculating in a major, students wishing to obtain a minor shall use the Academic Minor Request Form.

Students must declare a minor prior to completing 105 degree credits required in their bachelor degree.

A minor shall consist of a minimum of 15 credits, at least 6 credits of which will be upper division (300 or 400-level) courses.

A minimum of 9 credits of a minor shall be completed with courses taken at SUNY Morrisville.

Coursework in the minor should be in addition to the required coursework in the major.

A maximum of 9 credits may be shared between major core requirements and the minor. Free elective courses in the major may be counted toward the completion of a minor.

New York State and federal regulations stipulate that undergraduate students may receive financial aid only for courses that are required for their degree program. Therefore, undergraduate students need to enroll in 12 credits or more of required coursework to maintain full-time status for New York State and federal student aid programs. Courses taken in completion of a minor that are not also required for the student's declared major are not considered "required" for the student's degree for purposes of financial aid. Coursework that solely satisfies a minor is not considered required for New York State and federal aid programs. The only exception is when a minor is included in an approved NYSED major.