

**COLLEGE OF ARTS AND SCIENCES  
FORMAL DECLARATION OF MINOR**

*Revised May 2006*

***THIS FORM SHOULD BE USED ONLY TO DECLARE MINORS IN THE COLLEGE OF ARTS & SCIENCES.***

*Please read all instructions carefully before completing this form. Return the completed form to the  
CAS Academic Advising Office, Battelle-Tompkins room 100.*

**STUDENT INFORMATION**

**CAS Staff Use Only**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Credit Hours \_\_\_\_\_

ID # \_\_\_\_\_ Signature \_\_\_\_\_

GPA \_\_\_\_\_

E-mail \_\_\_\_\_

Curr. Prog. \_\_\_\_\_

**DECLARATION OF MINOR**

**\*NOTE: You must declare a major BEFORE declaring a minor. You may declare a minor at the same time as declaring a major. If you have an 'intended' major, then you must declare a major first.**

*Choose the box below that best describes your student status. Choose only one. Be sure to get academic department authorization.*

- I do not yet have a first minor. I am declaring for the first time the minor indicated below.
- I already have a first minor, which is \_\_\_\_\_. I am now changing my first minor to the one indicated below.
- I already have a first minor, which is \_\_\_\_\_. I am now adding a second minor as indicated below.

**First Minor:** \_\_\_\_\_ **Dept. Approval** \_\_\_\_\_

**Second Minor:** \_\_\_\_\_ **Dept. Approval** \_\_\_\_\_

**COMMENTS**

*Please add any additional comments or explanations below.*

**CAS Staff Use Only**

Data Entry

File Manager

*Date stamp*

Date \_\_\_\_\_

Previous CAS student: file in existing student file.

Previously in another school: Request file from

\_\_\_\_\_. File requested on: \_\_\_\_\_.

By \_\_\_\_\_

Minor only: file separately