

Mills College – Academic Records Declaration of Minor Form

1. Declaration of Minor forms will not be accepted after Dec 1 for students graduating in spring and May 1 for students graduating in fall.
2. Fill out this form in consultation with your chosen minor advisor(s).
3. If you have transferred courses to Mills, you must provide your new minor advisor a copy of your transfer credit report, available via myMILLS. Your advisor will review these courses to determine which may be placed into your minor. Your advisor must list these courses in Section III below.
4. Double Minors: If you are declaring a double minor at this time, you must obtain the signatures of both minor advisors in Section IV of this form. A student may minor in two areas provided none of the courses overlap with any major or other minor courses. If you have already declared a minor and are now declaring a second minor, please check “Double Minor” in Section I below and obtain the signature of the 2nd minor advisor only.
5. Courses in the minor sequence may not be duplicated in the student’s major sequence or second minor sequence for double minors.
6. If you have already declared your minor and are requesting a different minor advisor, please submit the Change of Advisor Form available online.
7. Your minor sequence is governed by the catalog in use at the time the student enters the College.
8. **The number of semesters of a student’s financial aid eligibility is established by the initial graduation date defined by Academic Records upon admission to Mills. An extension of graduation date will not necessarily result in an extension of financial aid eligibility.**

SECTION I

Please check one: Minor Double Minor Change of Minor Drop Minor

Name: _____
Last
First
M.I.

Mills ID: _____ Term/Year Admitted to Mills: _____

Phone Number: _____ Email Address: _____

In consultation with my advisor(s), an academic plan has been created leading to my graduation in _____
Term/Year

SECTION II

Mark your intended minor

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="radio"/> Art & Technology: Art Conc 7067 <input type="radio"/> Art History 2011 <input type="radio"/> Art Studio 2021 <input type="radio"/> Biology 4010 <input type="radio"/> Book Art 3740 <input type="radio"/> Business Administration 5082 <input type="radio"/> Chemistry 4040 <input type="radio"/> Child Development 6040 <input type="radio"/> Chinese Lang & Culture 6120 <input type="radio"/> Computer Science 4070 <input type="radio"/> Creative Writing 3012 <input type="radio"/> Creative Writing in Spanish 7058 <input type="radio"/> Dance 2030 <input type="radio"/> Economics 5010 <input type="radio"/> English Literature 3011 <input type="radio"/> Environmental Studies 6100 <input type="radio"/> Ethnic Studies 3510 <input type="radio"/> French & Francophone Studies 3042 | <ul style="list-style-type: none"> <input type="radio"/> History 5030 <input type="radio"/> History of Philosophy 7056 <input type="radio"/> Journalism 3750 <input type="radio"/> Legal Studies 6097 <input type="radio"/> Mathematics 4080 <input type="radio"/> Music 2050 <input type="radio"/> Philosophy 5040 <input type="radio"/> Political Science 6091 <input type="radio"/> Psychology 4090 <input type="radio"/> Public Health & Health Equity 7052 <input type="radio"/> Public Policy 5050 <input type="radio"/> Queer Studies 6250 <input type="radio"/> Religious Studies 6270 <input type="radio"/> Sociology 5060 <input type="radio"/> Spanish & Spanish-American Studies 3032 <input type="radio"/> Theater Studies 2043 <input type="radio"/> Urban Education 4644 <input type="radio"/> Women, Leadership & Social Change 6012 <input type="radio"/> Women’s Studies 6010 |
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* The minor you have chosen has an area of concentration. Please check the box of your concentration.

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SECTION III: Waivers and Substitutions

A formal request must be submitted to waive or substitute a requirement in the minor. Requests are submitted online via the Mills Portal. There is a link to "Submit a Waiver or Substitution Request" in the Faculty and Advisor Menu in myMILLS. **DO NOT EMAIL REQUESTS TO RECORDS.**

If the advisor has determined that another Mills course or a transfer course can be used to substitute a requirement in the minor, the course work must be equivalent to at least 3 semester credits.

Progress toward completion of the degree is evaluated based on the requirements in the catalog under which the student was admitted. If required courses are no longer offered, please submit a substitution request.

Waiving requirements is permitted, however the student must make up waived credit elsewhere in the minor to achieve the minimum credit required for the minor.

SECTION IV

Please obtain the signatures listed below.

Student Signature: _____ Date: _____

Minor Advisor Signature*: _____ Printed Name: _____

2nd Minor Advisor Signature*: _____ Printed Name: _____

Major Advisor Signature: _____ Printed Name: _____

* My signature acknowledges my intent to advise the student in the minor and indicates my approval of the transfer credit, if applicable, in Section III.

Academic Records Use Only: Processed by: _____ Date: _____ Waivers/Substitutions processed? Yes No

Notes: _____