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

<table>
<thead>
<tr>
<th>Name: ________________________________</th>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
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<tbody>
<tr>
<td>Mills ID: ______________________________</td>
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<tr>
<td>Term/Year Admitted to Mills: ______________</td>
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<tr>
<td>Phone Number: _________________________</td>
<td>Email Address: ____________________</td>
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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

- Art & Technology: Art Conc 7067
- Art History 2011
- Art Studio 2021
- Biology 4010
- Book Art 3740
- Business Administration 5082
- Chemistry 4040
- Child Development 6040
- Chinese Lang & Culture 6120
- Computer Science 4070
- Creative Writing 7057
- Creative Writing in Spanish 7058
- Dance 2030
- Economics 5010
- English Literature 3011
- Environmental Studies 6100
- Ethnic Studies 3510
- French & Francophone Studies 3042
- History 5030
- History of Philosophy 7056
- Journalism 3750
- Legal Studies 6097
- Mathematics 4080
- Music 2050
- Philosophy 5040
- Political Science 6091
- Psychology 4090
- Public Health & Health Equity 7052
- Public Policy 5050
- Queer Studies 6250
- Religious Studies 6270
- Sociology 5060
- Spanish & Spanish-American Studies 3032
- Theater Studies 2043
- Urban Education 4644
- Women, Leadership & Social Change 6012
- Women's Studies 6010

* The minor you have chosen has an area of concentration. Please check the box of your concentration.
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.