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

- Art & Technology: Art Conc  7067  - History  5030
- Art History  2011  - History of Philosophy  7056
- Art Studio  2021  - Journalism  3750
- Biology  4010  - Legal Studies  6097
- Book Art  3740  - Mathematics  4080
- Business Administration  5082  - Music  2050
- Chemistry  4040  - Philosophy  5040
- Child Development  6040  - Political Science  6091
- Chinese Lang & Culture  6120  - Psychology  4090
- Computer Science  4070  - Public Health & Health Equity  7052
- Creative Writing  3012  - Public Policy  5050
- Creative Writing in Spanish  7058  - Queer Studies  6250
- Dance  2030  - Religious Studies  6270
- Economics  5010  - Sociology  5060
- English Literature  3011  - Spanish & Spanish-American Studies  3032
- Environmental Studies  6100  - Theater Studies  2043
- Ethnic Studies  3510  - Urban Education  4644
- French & Francophone Studies  3042  - 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.
Mills College
Academic Records
Declaration of Minor Form

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: _____________________________________________________________