

SALVE REGINA UNIVERSITY

Academic Advising Office

Declaration of Minor Form

Name: _____	
Local: _____ (Street)	Permanent: _____ (Street)
_____ (City, State, Zip Code)	_____ (City, State, Zip Code)
E-mail Address: _____	Phone #: _____

DECLARATION PROCESS

Students may declare minors at any time during matriculation. To declare minors, the following procedures apply:

- Request an unofficial transcript from the Registrar's Office.
- Schedule an appointment and meet with the applicable department chairperson.
- Return this completed form to the Academic Advising Office.

DEGREE INFORMATION

Indicate minor: _____	English – Communications Studies
Indicate one of the following:	<input type="checkbox"/> New Minor <input type="checkbox"/> Second Minor <input type="checkbox"/> Third Minor

REQUIRED COURSES FOR MINOR

<i>Course Code</i>	<i>Course Title</i>	<i>Course Status</i>	
ENG 265	Media & Culture _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete
ENG 271	Intro to News Writing & Reporting _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete
ENG 272	Advanced News Writing & Reporting _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete
ENG 357	Editing for Publication _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete
ENG ELECTIVE	Writing or Communications _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete
ENG ELECTIVE	Writing or Communications _____	<input type="checkbox"/> Completed	<input type="checkbox"/> Must Complete

ENG electives chosen in consultation with departmental advisor.

ACKNOWLEDGEMENT OF RESPONSIBILITY

Student completes this section after meeting with the applicable department chairperson.

- I have read, understand, and agree to complete the requirements for earning a minor in this department.
- I understand I must submit a new Declaration of Minor form if I choose to change my minor or declare an additional minor.
- I understand failure to satisfy the retention criteria for the department will result in my dismissal from the department.

Signature: _____

Date: _____

ADMISSION INTO DEPARTMENT

Department chairperson completes this section after meeting with student.

- I have reviewed with the student all the requirements for earning a minor in the department.
- I have discussed with the student both the admission and retention criteria for the department.
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Signature: _____

Date: _____

Forward completed forms to the Academic Advising Office, Records Manager.