



Add or Change a Minor: Undergraduate

Purpose: used by Undergraduate students who have declared a primary major and wish to add or change the minor currently on record. (If a primary major has not been declared, a minor will not be added to the record).

Student Instructions:

- Complete Sections 1-2 of this form using a computer.
 - a **handwritten form will not be accepted**.
 - an incomplete form will not be processed and returned to you for completion.
 - Print the form using the 'Print Form' button.
 - Sign the form in Section 3; a digital signature is **not** acceptable.
 - Take the completed form to your college office (dean's office of your primary major).
- Note:** *Professional Studies students: the Professional Communication major is in the College of Communication; all other majors are in the College of Arts & Sciences.*

College Instructions:

- If approved, add the minor and concentration (if applicable) and the requirement term to the student's record in CheckMarq.
- Complete Section 4.
- Scan the form to the Office of the Registrar via ImageNow.
- Inform the student of the decision via Marquette email.

Section 1: Student Information

Name _____ MUID _____
Last name, First name, Middle name

Email _____ @marquette.edu

Current Primary Major _____ Current Cumulative GPA _____

College of your Primary Major (*check one*)

- | | | | |
|--|--|--|------------------------------------|
| <input type="checkbox"/> Arts and Sciences | <input type="checkbox"/> Business Administration | <input type="checkbox"/> Communication | <input type="checkbox"/> Education |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Health Sciences | <input type="checkbox"/> Nursing | |

Section 2: Program Information

I wish to add the following:

<input type="checkbox"/> 1st Minor of: _____	List concentration (<i>track</i>), if applicable: _____
<input type="checkbox"/> 2nd Minor of: _____	List concentration (<i>track</i>), if applicable: _____

I wish to drop the following (*the concentration attached to a minor, if any, will automatically be dropped*):

<input type="checkbox"/> 1st Minor of: _____
<input type="checkbox"/> 2nd Minor of: _____

Section 3: Student Statement and Signature

I attest that all of the information above is true and correct and request that my academic record be updated as described on this form.

Signature of Student _____ Date _____

Section 4: College Office Approval

College of Primary Major Approved Requirement Term _____ Denied Rationale _____

College Office Signature _____ Date _____