

# APPLICATION FOR COMPLETION OF A MINOR

**You must declare a minor through the University Advising Center prior to submitting the Application for Completion of a Minor.**

**INSTRUCTIONS:**

1. An Application for Completion of a Minor must be submitted to the department awarding the minor no later than the last day of the drop/add period of the semester prior to the semester in which you plan to complete all requirements for the minor.
2. Minors do not appear on the diploma, nor are certificates issued.
3. Minors are awarded and posted to the academic record within approximately four weeks after the end of the semester. To see if your minor has been awarded, you may review your unofficial transcript in Argus.

--

UWF I.D. Number

Fall	Spring	Summer	20_____
------	--------	--------	---------

Anticipated Graduation Semester (*circle one*) & Year

**Name:** \_\_\_\_\_  
Last
First
Middle

**UWF MINOR TO BE AWARDED**

(Indicate only one minor per application)

**MINOR:** \_\_\_\_\_

I understand that should my minor completion be delayed, I must reapply for minor completion and notifications and correspondence from the university pertaining to this process will be conducted through my UWF student email account.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SECONDARY EMAIL\*:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

*\*Only to be utilized in exceptional circumstances. All graduation correspondence will be primarily conducted through the UWF student email account.*

**DEPARTMENTAL RECOMMENDATION:**

I have reviewed this student's application and record and recommend that the student's name be placed on the list of prospective applicants for the minor indicated. Final certification will be determined after receipt of final grades.

**ADVISOR/DEPARTMENT CHAIR SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_