

## COMPLETION OF L&S MINOR

Name \_\_\_\_\_ SID \_\_\_\_\_

**I am requesting a waiver of the overlap verification.** There are no upper division courses that can count towards both my major and minor programs. Please complete Section One of this form, obtain a signature from your Major Adviser, and then submit to your Minor Adviser.

**My minor and major have upper division courses in common.** Please complete Section One and Section Two of this form, obtain a signature from your Major Adviser, and submit to your Minor Adviser.

**SECTION ONE: L&S MINOR PROGRAM:** \_\_\_\_\_

Lower Division Courses <i>(Completed and currently enrolled in)</i>				Upper Division Courses <i>(Completed and currently enrolled in)</i>			
Dept & Number	Term completed	Where completed	Grade	Dept & Number	Term completed	Where completed	Grade

**SECTION TWO: MAJOR PROGRAM:** \_\_\_\_\_

Upper Division Courses <i>(Completed and currently enrolled in)</i>				Upper Division Courses (Continued) <i>(Completed and currently enrolled in)</i>			
Dept & Number	Term completed	Where completed	Grade	Dept & Number	Term completed	Where completed	Grade

- I plan to use this course \_\_\_\_\_ to fulfill both a major and minor requirement.
- I do not plan to overlap any courses to fulfill both a major and minor requirement.

**TO BE COMPLETED BY THE MAJOR ADVISER:** I have reviewed and verified this information to be accurate.

Major Adviser's Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

## PROCEDURES for L&S MINOR

**Declare a Minor:** Students must declare a minor to add it to their degree program. The process to declare a minor varies by department (e.g. petition form, attend a workshop, etc.). Contact your minor adviser for instructions on how to declare the minor.

**DEADLINE to Declare a Minor:** All undergraduate minors must be declared **prior to the first day of classes of your Expected Graduation Term (EGT)**. If your EGT is a summer term, the petition is due before the first day of classes of summer session A. **Your Expected Graduation Term is posted on your Cal Central Dashboard below your photo.**

### Instructions for the Completion of L&S Minor Form

You may have courses for the minor in progress at the time of declaration or your petition submission.

The purpose of this petition is to verify the courses you have completed (or have in progress) for the minor, and to confirm that no more than one upper division course will be used to fulfill both a minor and major requirement.

If you are pursuing more than one major or minor, you will need a form for each minor or major.

### Instructions to Waive Review of Course Overlap Between Major and Minor:

If there is no possible overlap in upper division course requirements between your minor and major(s), (for example, between a major in Physics and a minor in English there are no upper division courses in common that could fulfill requirements in both programs) you may waive full review for overlap. Follow these steps:

1. Check the first box at the top of the form indicating a request for waiving review for overlap.
2. Complete Section One to verify the courses you have completed, or are in progress, that fulfill requirements for the minor you are pursuing.
3. Obtain a signature from your Major Adviser to confirm the waiver.
4. Submit form to the Minor Adviser.

### Instructions for Major and Minor Programs with Upper Division Courses in Common:

If your major and minor programs have upper division courses in common, you will need to list all upper division courses you have completed (or have in progress) for each program, and confirm whether or not you plan to overlap one course between the major and minor by noting the specific course you will use to fulfill a requirement for both programs.

1. Check the second box at the top of the form indicating there are common upper division courses between the major and minor.
2. Complete Section One and Section Two.
3. Obtain a signature from your Major Adviser to confirm whether or not you will elect to use a course overlap.
4. Submit the form to your Minor Adviser.