



Universidad Interamericana de Puerto Rico
Office of the Registrar

DECLARATION OF A MINOR CONCENTRATION
Undergraduate Level

| | | | | |
|-----------------------|------------------|-------------------------|------|---------|
| Identification Number | Father's Surname | Mother's Maiden Surname | Name | Initial |
| Campus | Home Address | Mailing Address | | |
| Home Telephone | | | | |
| Mobile Phone | E-mail | | | |
| Undergraduate major | | | | |

| | |
|---|------|
| Minor concentration you are requesting and its code | Code |
|---|------|

I am interested in pursuing a minor concentration concurrently with my undergraduate major. I have received the necessary orientation from my academic advisor and the chairs of the corresponding academic departments.

| | | |
|--|---------------------------------|-------|
| _____ | _____ | |
| Student's signature | Date | |
| _____ | _____ | _____ |
| Name of Academic Advisor | Signature of Academic Advisor | Date |
| _____ | _____ | _____ |
| Name of Department Chair 1 | Signature of Department Chair 1 | Date |
| _____ | _____ | _____ |
| Name of Department Chair 2 (when applicable) | Signature of Department Chair 2 | Date |

INSTRUCTIONS AND GENERAL INFORMATION

1. Students must complete all sections of this form and sign it.
2. The academic advisor and the corresponding department chairs must sign this form after interviewing the student. The three signatures are required for the minor concentration to be included in the program of study. When the student's minor and major are offered by the same department, the signature of a second department chair is not required on this form.
3. To declare a minor and have it certified on the transcript, the student must pay a nonrefundable \$10.00 fee at the Bursar's Office and submit this form to the Office of the Registrar on one of the campuses authorized to offer the minor.
4. **Students must complete the requirements for the minor before or at the same time they complete the requirements for the degree. If a student cannot meet this requirement, he may not declare a minor.**
5. Students must take at least one course at the campus that certifies the minor.
6. A minimum grade of C in all courses of the minor is required for the minor to be certified.
7. Students must meet the satisfactory academic progress norms, the retention norm, if applicable, and the maximum time allowed for completing their program of study.
8. All baccalaureate students may choose to declare at least one minor, and a maximum of two will be certified.

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ADDITIONAL GENERAL INFORMATION

1. A minor consists of a minimum of 18 and a maximum of 27 credits, according to the corresponding academic program. All students may opt for a minor that is within their baccalaureate program, as specified in the *General Catalog*.
2. For a minor that is not within their program of study, students must take a minimum of 18 credits and a maximum of 27 credits, according to the curricular sequence of the corresponding academic program and the academic norms established in the *General Catalog*.
3. Minors may include courses of the major and they may not have hidden prerequisites.
4. Courses of the General Education Program will not be included in a minor.
5. Courses belonging to an academic program which requires a board examination to practice the profession must not be used for a minor if this interferes with the requirements of the certification.
6. For additional information concerning the description, scope, requirements, and conditions of minor concentrations, please refer to the *General Catalog*.