

Registrar's Office
 4201 Henry Avenue, Archer Hall; Philadelphia, PA 19144-5947; 215.951.2742
 Email: TJU_EF_Registrar@jefferson.edu

DECLARING A CUSTOM MINOR

Last Name: _____ First Name: _____

Program of Study: _____ Campus Key: _____

- The custom minor is a thematic grouping of at least four courses from any of the Colleges that are currently delivered at the university.
- Existing faculty and facilities within the university must support the topic of the custom minor.
- The courses utilized for the custom minor, whether in-residence or transfer, must currently exist in the university catalog.
- At least six credits toward the custom minor must be completed in residence. A maximum of three credits may be delivered as Independent Study or Course-by-Appointment.
- A student may not utilize the same course for credit in both the major core and the custom minor.
- A student may not select closely related functional areas for both their major and custom minor.
- A student may use **free** elective credits to satisfy requirements of the custom minor, but may not use **designated** electives to satisfy minor requirements.
- Prerequisites must be met prior to enrolling in the courses comprising the custom minor.
- If a minor is **required** by the student's major, the Program Director reserves the right to identify the topic or individual courses that may not be part of a custom minor, i.e., the proposed custom minor must meet learning outcomes specified for minors within that program.

Name of Custom Minor: _____

(This name will appear on the student's transcript and degree audit)

| Course Number | Course Name | Credits |
|---------------|-------------|---------|
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A written proposal (prepared and signed by the student) containing the following information must be attached to this signature form.

- Statement (150-word minimum; written by the *student*) demonstrating an informed decision concerning personal educational and career goals, i.e., justifying the choice of the topic **and** the specific courses over other possible options available at the university.
- If a minor is **required** for the student's degree program, include a list of the **programmatic outcomes** to be met upon successful completion of the proposed 4-course minor (available from the student's program director).

| | Signatures | Date |
|--|------------|------|
| Student | | |
| Academic Advisor (<i>vouches for necessity of offering custom minor over existing options</i>) | | |
| Program Director (<i>in which the courses exist; agrees to oversee the assessment within minor courses</i>) | | |
| Program Director (<i>of the student's major; agrees that any specified programmatic outcomes will be met when minor is completed</i>) | | |

PROCESSING

Send completed and signed form, along with written proposal, to TJU_EF_Registrar@jefferson.edu. A copy of the signed form must be retained in the student's advising file. Rev: 7/2023