



CENTER FOR INTERDISCIPLINARY STUDIES

5 The Green • Eaton Hall, Room 105 • Medford, MA 02155

Phone: 617-627-5447 • Fax: 617-627-3032

Interdisciplinary Minor Certification Form

Minor Program: \_\_\_\_\_

Student Information

Please Print

Table with student information fields: Student Last Name, First Name, MI, Student I.D. Number, Local Street Address, Apartment #, College, Class, City, State, Zip, Home Phone, Email Address.

Program of Courses Completed for Minor

Table with columns: Course #, Course Name, Semester Taken. Includes multiple rows for listing courses.

Title of Project: \_\_\_\_\_

Grade for Project: \_\_\_\_\_

Faculty Advisor(s) for Minor

Table for Faculty Advisor(s) with columns: Name, Department, Signature. Includes rows for Project Director and three other advisors.

Once the student has completed all required coursework, project, and/or thesis, they must complete the Minor Certification form and obtain signatures and grades from advisor (s). This usually takes place prior to the last day of classes. The original copy must be brought to the CIS office, Eaton Hall Room 105, where it will be maintained in the student's file. It is suggested that the student make a copy for their own records. CIS will submit a copy of the completed Minor Certification form to Student Services, Dowling Hall, on the student's behalf. Important Note: It is the student's responsibility to deliver the original Minor Certification form to CIS within the last week of classes, in order to receive credit for the minor.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Original - CIS

Copy - Student Services

Copy - Project Director

Copy - Student

## How to Declare a Minor

1. Student finds an advisor. The student should make an appointment with an advisor within their chosen minor to discuss the requirements of the minor.
2. Student completes the [Declaration of Minor Form](#). Once the student decides to declare a minor, they must complete the Declaration of Minor form and obtain the signatures of their advisor (s). The original copy must be brought to the CIS office, Eaton Hall Room 105, where it will be maintained in the student's file. It is suggested that the student also keep a copy for their own records. Note: Student Services does not need a copy of the Declaration of a Minor form.
3. The student and advisor decide upon a project or thesis. The student signs up for the corresponding CIS course number of the project via the [student registration website](#) at the beginning of the semester that they will complete their project work.
- 4.. Student completes the [Minor Certification Form](#) Once the student has completed all required coursework, project, and/or thesis, they must complete the Minor Certification form and obtain signatures and grades from advisor (s). This usually takes place prior to the last day of classes. The original copy must be brought to the CIS office, Eaton Hall Room105, where it will be maintained in the student's file. It is suggested that the student make a copy for their own records. CIS will submit a copy of the completed Minor Certification form to Student Services, Dowling Hall, on the student's behalf. **Important Note:** It is the student's responsibility to deliver the original Minor Certification form to CIS within the last week of classes, in order to receive credit for the minor.
5. Advisor enters the project grade into the SIS system.



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