

MINOR FORM

Department of Biological Sciences San José State University

STEPS TO GRADUATE WITH A MINOR IN BIOLOGICAL SCIENCE:

- 1) Obtain unofficial transcripts/grade slips that support grades and units earned for ALL college coursework listed on your Minor Form.
- 2) Fill out the Minor Form on the Biological Sciences website: www.sjsu.edu/biology/
Click on **Forms & Documents**.
- 3) Bring the typed Minor Form, along with your unofficial transcripts, to your Biological Sciences advisor to obtain a signature of approval.
Note: A list of Faculty Advisors is available in the Biology Office, Duncan Hall 254.
- 4) Assemble the packet:
 - A. The Minor Form, signed by your advisor.
 - B. Unofficial transcripts (*Step 1*).
- 5) Deliver the packet to the Biology Office for a signature of approval by the Department Chair.
- 6) Return to the Biology Office in one week to verify the Department Chair's approval of your Minor Form, and if approved, receive a copy of your Minor Form plus your transcripts. The Department Office will forward the original Minor Form to the Registrar's Office.
IT IS YOUR RESPONSIBILITY, AS THE STUDENT, TO FOLLOW UP ON THE STATUS OF YOUR MINOR FORM.

GRADUATION DEADLINES:

Go to the Registrar's website for deadlines to apply for graduation:

<http://www.sjsu.edu/registrar/students/graduation/deadlines/>

CONGRATULATIONS! YOU HAVE COMPLETED THE GRADUATION APPLICATION PROCESS!

The completed form is your contract for graduation. You must satisfactorily complete all of the courses listed on the Minor Form. If it becomes necessary to amend the contract, obtain a **Substitution Form** from the Biology Office, or download it from the Registrar's website: www.sjsu.edu/registrar/. Submit the completed, signed form with supporting grade documentation (as necessary) to the Biology Office for approval.

MINOR FORM: Biology (18 units)

OR Science (22 units)

Catalog Used: _____

Proposed Grad Date: _____

Name: _____

SJSU ID: _____

Major:

BS BA _____

Phone: _____

Courses Completed					Courses in Progress															
Dept	Num	Title	Un	Grd	Dept	Num	Title	Un												
Biol	101	Slippery Rock St. T. College General Biology (sub Biology 20)	6qt	B																
Biol	10	Southern Northwestern Univ General Genetics (sub Biol 2)	4	B																
Biol	21	San Jose State University Human Biology	3	B																
Biol	102	Biology and Human Welfare	3	A																
Biol	110	Ecology of Natural Resources	3	B																
<div style="background-color: #ADD8E6; padding: 5px;">LIST COURSE TAKEN AT DIFFERENT UNIVERSITIES OR COLLEGES SEPARATELY</div>					<table border="1"> <thead> <tr> <th colspan="4">Courses to be Completed</th> </tr> <tr> <th>Dept</th> <th>Num</th> <th>Title</th> <th>Un</th> </tr> </thead> <tbody> <tr> <td>Biol</td> <td>103</td> <td>Understanding Cancer</td> <td>3</td> </tr> </tbody> </table>				Courses to be Completed				Dept	Num	Title	Un	Biol	103	Understanding Cancer	3
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<div style="background-color: #ADD8E6; padding: 5px;">ATTACH COPIES OF TRANSCRIPTS TO FORM</div>																				

Adviser: _____

Date: _____

Chairman: _____

Date: _____

All courses required in the major [minor] must be completed within ten (10) years prior to graduation.
This form is valid for only two (2) years after it has been approved by the department chair.

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 (18 units)

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