

# Graduate Minor Procedures

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All academic aspects of the graduate minor are subject to the approval by each participating graduate program. Below are the general criteria applicable to all graduate minors. Students should consult the appropriate graduate studies committees for specific information regarding their proposed graduate minor.

## General criteria

The graduate minor requires a minimum of 10 and no more than 20 credit hours of graduate-level coursework. These hours must include at least 3 different courses. A grade of B or better (or S when applicable) is required in each course comprising the minor. The graduate minor will appear on the student's transcript.

## Operating procedures

1. The student completes the graduate minor program form (p.2), including obtaining their advisor's signature. The minor program form is then submitted to the chairperson of the minor program. This form serves as the application to enroll in the graduate minor.
2. The graduate studies committee chair of the minor program sends a copy of the completed graduate minor program form to the Graduate School and to the graduate studies committee chairperson of the student's primary graduate program. The graduate program offering the minor keeps the original.
3. The graduate studies committee of the minor program will send the student an acknowledgement indicating whether or not the request is approved. The graduate studies committee of the minor program will send a copy to the Graduate School and the student's primary graduate studies committee.
4. The student must adhere to the curriculum of the graduate minor program as indicated on the approved graduate minor program form. If changes in the approved curriculum are necessary, the student must complete a new graduate minor program form following the above steps. *Departures from the approved minor program could lead to the minor not appearing on the student's transcript.*
5. Upon completion of the minor program, the student must submit the graduate minor transcript designation form (p.3) to the graduate studies committee chair of the minor program.



# Graduate Transcript Designation

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This is to certify that \_\_\_\_\_  
Student name

has completed all requirements for the Graduate Graduate Minor transcript designation of

\_\_\_\_\_  
Graduate minor name

as indicated on the graduate minor program form.

\_\_\_\_\_  
Printed name, graduate studies committee chair in the graduate minor

\_\_\_\_\_  
Signature, graduate studies committee chair in the graduate minor

\_\_\_\_\_  
Date

## Student information

\_\_\_\_\_  
Last name

\_\_\_\_\_  
First name

\_\_\_\_\_  
MI

Ohio State I.D. number: \_\_\_\_\_

Home academic unit: \_\_\_\_\_