

St. Andrews University (a branch of Webber International University)
Pre-Graduation Audit for all prospective Graduates Completing a Minor

Student _____ Year entered SAU _____

PART D. (To be completed by each student and/or their advisor)

**MINORS MUST BE DECLARED BY THE BEGINNING OF A SENIOR'S LAST TERM
REQUIREMENTS FOR A MINOR**

Note: A separate sheet (Part D) must be completed for each minor

Minor _____ Contract _____ Catalog _____
Advisor _____

- List the courses to be completed for your minor, including transfer courses, as listed on your minor contract or in the catalog.
- List the grade and credit value for each course, and if it is a course completed at St. Andrews, include the quality points earned for each course.
- If a course is a transfer course write TR in place of quality points.
- If a course is a course completed at SAPC with a grade of P, write P/F in place of quality points.
- If a course in progress, mark it IP.
- If a course is to be completed in the future, indicate when the course will be completed.
- The number of quality points for a course equals the credit value of the course times value of the grade.

For example, the number of quality points for a 3-credit course completed with a grade of C would be 3 credits x 2 points = 6 quality points for the course.

COURSE	TITLE	GRADE	CREDITS	QUALITY POINTS	COMMENTS
1)					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					
10)					

MINOR TOTALS

- (a) Total Credits, including transfer credits and credits completed as P/F = _____
 (b) Total graded credits completed at St. Andrews = _____
 (c) Total Quality Points = _____
 (d) Minor GPA (c)/(b) = _____

The courses listed must be the same as the ones listed on your contract or listed as required in the catalog. If they do not, your contract must be amended by the academic department, or in the case of a catalog minor, a written request for substitutions must be sent to the Registrar by the Department Chair.

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GENERAL REQUIREMENTS FOR A MINOR

(1) The academic minor consists of six to eight courses (18-32 credits), with a minimum of 9 credits at the 300-400 level. In addition to the standard disciplinary minors, students may choose to complete a thematic minor consisting of a minimum of eight courses from three or more program areas.

Total number of courses completed for your minor _____; Number of credits _____
Number of courses at the 300-400 level _____; Credits at the 300-400 level _____
If you are completing a thematic minor, how many different program areas have you completed courses in, or intend to complete courses in? _____

(2) Student must have a minimum GPA of 2.000 in the minor. Your minor GPA = _____

(3) Minors, including interdisciplinary minors, must contain at least 18 credits that are not part of the student's majors or any other minors that the student may have declared. At their discretion, departments and programs *may disallow any overlap for majors or minors. Second (or third) minors declared within the same academic division as the student's first minor or majors must be submitted to the division council of that division for approval.*

Does your minor meet the criteria as listed in (3) ? Yes _____ No _____

Student (signature) : _____ Date: _____

Advisor (signature): _____ Date: _____

**COMPLETED FORMS (PARTS A, B, C, & D)
MUST BE RETURNED TO THE REGISTRAR'S OFFICE**

Checked by the Registrar or Assistant Registrar (signature): _____
Date: _____

Comments: