



RECORDS & REGISTRATION LAMAR UNIVERSITY

Verification of Minor Request

1. Must be an approved minor either in the catalog or approved through the curriculum council. Substitutions to the requirements for the minor must be approved by the department offering the minor.
2. Department chair of major and minor are responsible for verifying minor.
3. Minor will not appear on transcript until graduation.
4. Degree plan will need to reflect that the minor is an approved minor that should appear on the transcript. **Not all minor categories on the degree plans qualify as approved minors that will be posted to the transcript.**
5. All majors do not qualify for minors (example BAAS, BGS, GBB & FCS).
6. The specific requirements for each minor will be established by the department or program offering the minor and may include additional hours (total and/or upper division), specific courses and/or certain levels of academic performance. Please refer to the catalog.
7. Please return completed electronic Verification of Minor Request form to uggraduation@lamar.edu.

This form will only be accepted by email from the chair or administrator of the major or minor departmental Lamar University email address.

Minor cannot be added to a student's transcript retroactively if that student has already graduated.

Student's Name: _____ Lamar ID#: _____

Minor to be verified: _____ Student's Major: _____

Required Courses:

Grade Earned:

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THE ABOVE NAMED STUDENT HAS MET LAMAR UNIVERSITY'S AND THE DEPARTMENT/
PROGRAM'S REQUIREMENTS FOR THIS MINOR. APPROVAL OF THE REQUEST IS RECOMMENDED.

Major Department Chair's Signature

Date: _____

Minor Department Chair's Signature

Date: _____