Oakland University - School of Business Administration

**Minor Authorization Form**

**Student** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Grizzly#** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Home/Cell Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**City, State, Zip** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Work/Cell Phone**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Minor Coordinator (PRINT)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Minor Sought: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Current Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Catalog Year \_\_\_\_\_\_\_\_\_\_\_(Use one form per minor.)**

**Transfer courses that satisfy OU requirements for minor:**

 College/Institution & Course # Course Title Credits OU Course Equivalent

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Subtotal of credits transferred towards the minor:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Oakland University courses required to satisfy minor requirements:**

Dept./Rubric Course # Course Title Credits Suggested Term For office use:

**For minors in the School of Business Administration**

Transfer credits that satisfy requirements fo SBA minor credit:

\_\_\_\_\_\_\_\_\_ Credits

Transfer credits that don’t satisfy requirements for SBA minor credit:

\_\_\_\_\_\_\_\_\_ Credits

Total transferred MGT/BUS credits:

 OverrideCompleted

\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 **Subtotal OU credits required towards minor:** \_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL CREDITS** (required to achieve the minor):

Faculty Minor Coordinator Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Waiver/substitution authorized\*:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*It is a student’s responsibility to ask the SBA for registration overrides as needed. See instructions on back page.**

**IMPORTANT INFORMATION REGARDING BUSINESS MINORS**

**FOR NON-BUSINESS MAJOR STUDENTS**

**TO ADD A BUSINESS MINOR:**

See the SBA Faculty Minor Coordinator to seek approval to add a business minor, and to seek advising regarding that minor. See the list of Faculty Minor Coordinators at: [www.oakland.edu/undergrad](http://www.oakland.edu/undergrad)

**REGISTRATION:**

If you receive a “college” restriction when attempting to register for your minor courses, you may request an “override” from the SBA Advising office to remove that restriction. To request a registration override go to www.sba.oakland.edu/SBAPortal.

**PREREQUISITES:**

Registration for most business courses requires successful completion of one or more prerequisite courses. Be sure to check the prerequisites at the website [www.oakland.edu/undergrad](http://www.oakland.edu/undergrad) and click on the prerequisite information link. You will not be able to register for and take the classes you need until the prerequisites are met. If you believe you have taken and passed the required courses or otherwise met the prerequisites for the class for which you are attempting to register, go to [www.sba/oakland.edu/SBAPortal/](http://www.sba/oakland.edu/SBAPortal/) to request an override.

**25% RULE:**

Business courses are limited to a total of no more than 25% of all college credits, including transfer credits, for non-business major programs. ECN and QMM courses are not considered part of the 25% for this purpose.

**TO DROP YOUR MINOR:**

If you decide to drop a minor you must document your decision by removing it from your academic record rather than having it affect your request to graduate. To do so please circle the “dropped” option and sign/date any copy of your completed Minor Authorization form and deliver it to your major advising office, the SBA Advising Office, or your Faculty Minor Coordinator. A second option is to complete the “Request for Major/Minor Change” form and deliver it to either your major advising office or the SBA Advising Office. Either of these two offices can arrange to remove the minor from your official record and will be responsible for forwarding a copy of the completed documentation to the Faculty Minor Coordinator.

**USE YOUR OU EMAIL:**

To contact the SBA Advising Office please email us from your OU email to sbaug@oakland.edu with any other registration related questions. For advising please see your Faculty Minor Coordinator.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Faculty Minor Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Copies to: 1) Student, 2) Faculty Minor Coordinator for Degree Auditing, 3) Department Secretary and 4) SBA Undergrad Advising.*

*Copies distributed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Minor Code: \_\_\_\_\_\_\_\_\_ Added by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ note:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Minor Changed/Dropped/Other note\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*