

Oakland University - School of Business Administration

Minor Authorization Form

Student Name _____ Grizzly# _____

Address _____ City/State/Zip _____

Home/Cell Phone _____ Work/Other Phone _____

OU Email _____ Minor Sought _____

Faculty Minor Coordinator _____

Current Major _____ Current Catalog Year _____

TRANSFER COURSES THAT SATISFY OAKLAND UNIVERSITY REQUIREMENTS FOR THE MINOR:

College/University	Course #	Course Title	Credits	OU Course Equivalent
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal of credits transferred towards the minor: _____

OAKLAND UNIVERSITY COURSES REQUIRED TO SATISFY MINOR REQUIREMENTS (Course Plan):

Dept./Rubric	Course #	Course Title	Credits	Suggested Term/When completed
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Subtotal OU credits required towards minor: _____

OU CREDITS required towards minor: _____

TOTAL CREDITS (required to achieve the minor): _____

Compliant with SBA 25% Rule:

Faculty Minor Coordinator Notes: _____

Waivers/Substitutions Authorized: _____

***It is a student's responsibility to ask the SBA for registration overrides as needed**

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 and their emails at: www.oakland.edu/business/advising Students should run a **Degree Evaluation** and provide that document to the Faculty Minor Coordinator.

REGISTRATION:

Restrictions: 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 please email sbaug@oakland.edu with your name and specific request.

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/business/advising and click on the “helpful links” tab in the lower section of the page. Click on [Check SBA prerequisites 2020-21](#) 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, email sbaug@oakland.edu 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%.

TO DROP YOUR MINOR:

If you decide to drop a minor you must have it removed from your academic record rather than having it affect your request to graduate. Please indicate the “drop minor” option and sign/date a copy of your completed Minor Authorization form and email it to your Faculty Minor Coordinator or directly to sbaug@oakland.edu. Either of these two offices can arrange to remove the minor from your official record.

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: _____

Signature of Faculty Minor Coordinator: _____

Copies to:

1) Student, 2) Faculty Minor Coordinator for Degree Auditing, 3) Department Secretary and 4) SBA Undergrad Advising

Copies distributed: Minor/changes Coded by: _____ Date: _____