



Office of Academic Advising

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Degree Audit Checklist:

**Museums and Society
Minor**

Expected graduation date: ___ *May* ___ *January* *Year:* _____

Name: _____ **Hopkins ID:** _____
Last Name *First Name* *MI*

Email address: _____ **Phone#:** _____

Additional major or minor: _____

Instructions: This form indicates which departmental and university requirements you have completed and which you must complete before graduation. If you have any questions, speak to your faculty advisor about department requirements, or to an academic advisor about other requirements.

Special Notes for Juniors:

This form is used to determine your eligibility for graduation and must be completed and filed with the Office of Academic Advising in the spring of your junior year.

1. Complete this form and have it approved and signed by your minor advisor in the spring of your junior year. After this, make an appointment in the Office of Academic Advising and bring this form and a copy of your transcript to the advisor clearing for your major.
2. This form must be filled out **completely** and **neatly**, including course title and number as listed on transcript.
3. When noting that a course has been completed, please write in the grade you earned in that course under the column "Completed."
4. If you have completed the checklist with an advisor in the Office of Academic Advising and you make a change in a required course you intended to take you must notify the advisor of that change.

Students should discuss their intention to minor in museums and society with the department's undergraduate advising coordinator and inform the Office of Academic Advising of their intention to complete a minor.

Course No. and Title	Completed	In Progress	To be Done
Two introductory courses, 389.201 and 389.202			
389.201 _____	_____	_____	_____
389.202 _____	_____	_____	_____

Course No. and Title

Completed

In Progress

To be Done

Four additional courses in the program. Of these, at least two must be 300-level or higher, and at least two different primary departments must be represented; 389.201, .202, and .203 may not be applied to these area requirements. A minimum of three credits of practicum work (practicum courses, internships, or independent study work, as approved by the Program) are also required. No more than 3 credits of museum internship work may be applied to the minor, and no course may be counted for credit toward the minor more than once (with the exception of internship/independent study taken for a single credit).

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Three credits of practicum work.

_____	_____	_____	_____
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Restrictions:

With the exception of up to 3 credits of museum internship, courses for a minor must be taken for a grade. Minor requirements can be used to meet the University distribution requirements.

Please initial here to indicate you have read and understand these requirements: _____

FOR JUNIORS ONLY:

Student's Statement:

I have reviewed my progress toward meeting the graduation requirements for my minor. I understand which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I agree to notify the Office of Academic Advising if I make any changes to my plan of study.**

Student's Signature

Date

Advisor's Statement:

I have reviewed progress toward meeting the graduation requirements for the minor with the student. We have marked which requirements have been completed and which remain to be completed, including those that are in progress, if any. **I have indicated by initialing or submitting a supporting memo any exceptions to departmental requirements that have been approved for this particular student.**

Minor Advisor's Name

Signature

Date

Academic Advisor's Name

Signature

Date