

Declaring Your Doctoral Minor

(Flow Chart at bottom.)

Every doctoral student at the University of Arizona is required to declare and complete a doctoral minor. The steps to do so vary depending upon the minor you choose in consultation with your Faculty Advisor.

All minors are a minimum of 9 units, however, individual programs and departments may have higher unit requirements. The minor you choose may not be affiliated with your major. For example a Biostatistics PhD student may not minor in biostatistics and a DrPH student may not minor in Public Health.

A **Multidisciplinary Minor** may be declared when the student determines that no existing UA minor sufficiently addresses what the student would like to achieve in a doctoral minor. The minimum requirements are: must be at least 9 units, courses must come from at least two different prefixes (e.g. ANTH and MAS), and all courses must be from outside the student's major area of study (no EHS courses for PhD-EHS students).

When choosing a minor, it is important to do so in consultation with your Major Advisor. Ideally, your minor curriculum (like your electives) expand your knowledge base and prepare you for your dissertation work.

There are three basic scenarios for declaring you minor:

1. You decide to declare a minor offered through the College of Public Health (Biostats, Epi, EHS, HBHP or Public Health).
2. You decide to declare a minor offered through another college within the UA.
3. You decide to declare a Multidisciplinary Minor.

Scenario 1: Declaring a College of Public Health Minor.

- a) Review the requirements for the minor: <https://publichealth.arizona.edu/academics/masters>
- b) Discuss your ideas with your Faculty Advisor and gain their consensus. Ask for recommendations for a Minor Advisor. Review faculty profiles to identify potential Minor Advisor if necessary: <https://publichealth.arizona.edu/faculty>
- c) Make an appointment with prospective Advisor and bring the Minor Declaration form with you. You will find it on the Hub and at the link in "a" just above.
- d) Meet with the prospective Advisor. Discuss:
 - i. Curriculum to be included,
 - ii. Their expectations for the comprehensive exam, and
 - iii. If the Minor Advisor is required to or prefers to be included in your Dissertation Committee.*
- e) Complete form, gather all signatures and deliver a copy to your Graduate Coordinator (Michael). Directions are on the form.
- f) Complete your Plan of Study on GradPath the semester before you take your comprehensive exam and include your minor curriculum in the appropriate place.

Scenario 2: Declaring a minor offered through another college.

- a) Any doctoral program at the UA should have an affiliated minor. You may search college websites or peruse the Graduate College's list of graduate programs:
<https://grad.arizona.edu/catalog/#>
- b) Discuss your ideas with your Faculty Advisor and gain their consensus. Ask for recommendations for a Minor Advisor.
- c) Search the college's website for a prospective Minor Advisor and any information related to declaring the minor. (Some colleges will have set processes and paperwork, some will not.)
- d) Meet with the prospective Advisor. Discuss:
 - i. Curriculum to be included,
 - ii. Their expectations for the comprehensive exam,
 - iii. If the Minor Advisor is required to or prefers to be included in your Dissertation Committee,* and
 - iv. What process (if any) the college has for declaring the minor.
- e) Follow the instructions given to you. If no form exists, document your agreement with your Minor Advisor by sending a confirmation email afterward with the details, outlining the requirements in an Excel document and have them sign, or augment the College of Public Health Minor Declaration form (the Hub) to meet your needs.
- f) Complete your Plan of Study on GradPath the semester before you take your comprehensive exam and include your minor curriculum in the appropriate place.

Scenario 3: Declaring a Multidisciplinary Minor.

- a) See description of Multidisciplinary Minor above.
- b) Discuss your ideas with your Faculty Advisor and gain their consensus. Ask for recommendations for a Minor Advisor.
- c) Identify a faculty person with the expertise you hope to gain from your minor and make an appointment with prospective Advisor.
- d) Meet with the prospective Advisor. Discuss:
 - i. Curriculum to be included,
 - ii. Their expectations for the comprehensive exam, and
 - iii. If the Minor Advisor is required to or prefers to be included in your Dissertation Committee,* and
 - iv. What process (if any) the college has for declaring the Multidisciplinary Minor.
- e) Follow the instructions given to you. If no form exists, document your agreement with your Minor Advisor by sending a confirmation email afterward with the details, outlining the requirements in an Excel document and have them sign, or augment the College of Public Health Minor Declaration form (the Hub) to meet your needs.
- f) Complete your Plan of Study on GradPath the semester before you take your comprehensive exam and include your minor curriculum in the appropriate place.

*Minor Advisors must be included in your Comprehensive Exam Committee. Participation in the Dissertation Committee varies by student need, Minor Advisor preference and minor department policy.

Declaring a Doctoral Minor Flow Chart (See above for details)

For minors within Public Health, review requirements: <https://publichealth.arizona.edu/academics/masters>

For minors from other UA Colleges, search college websites or peruse <https://grad.arizona.edu/catalog/#>

For a multidisciplinary minor, see description above.

Discuss your ideas with your Faculty Advisor and gain their consensus. Ask for recommendations for a Minor Advisor.

If necessary, search college website for prospective Minor Advisors and make appointment(s). Bring Minor Declaration form with you.

Search the college's website for a prospective Minor Advisor and any information related to declaring the minor. (Some colleges will have set processes and paperwork, some will not.) Make appointment (s).

Identify a faculty person with the expertise you hope to gain from your minor and make an appointment.

During your appointment, discuss: 1. Curriculum to be included, 2. Their expectations for the comprehensive exam, 3. If the Minor Advisor is required to or prefers to be included in your Dissertation Committee, and 4. What process (if any) the college has for declaring the minor.

Complete any instructions given to you. Public Health minors complete form. Other minors, make sure to document your agreements with Minor Advisor in some manner.

Complete your Plan of Study on GradPath the semester before you take your comprehensive exam and include your minor curriculum in the appropriate place.

Minor Advisors must be included in your Comprehensive Exam Committee. Participation in the Dissertation Committee varies by student need, Minor Advisor preference and minor department policy. Discuss this with your Minor Advisor.