

HISTORY MINOR CHECKLIST and ADVISING NOTES

Effective Fall 2025 through Summer 2026

Advising Notes for History Minors

- A minimum total of nineteen (19) semester credit hours must be completed with a minimum grade of C- in each course. Students can transfer up to 8 semester credits with courses designated as history only. Each course can meet only one history minor requirement. HIST 301 is required.
- You can [declare a history minor online](#) and when you do, your Degree Audit Report (DARS) will show how courses you have taken count toward the history minor. You can double-check your progress by noting course numbers, titles, and semester/year in the checklist below. Your academic advisor, listed on your DARS, is a person related to your major, not your minor, so you should contact the coordinator of the History Program (doug.rossinow@metrostate.edu) with any questions you have about the history minor. It may be necessary to share your DARS with the coordinator of the History Program, which you can do by logging in to eServices and saving your DARS as a pdf which you can then send as an email attachment.
- It is strongly advised that students complete history courses in the order listed in the checklist: a lower-division history course, HIST 301, and then upper-division history courses. History courses require much reading and writing, so it is recommended to take a limited number of history courses per semester – no more than two is recommended.
- HIST 301 is currently offered in both fall and spring semesters.
- HIST 401 Topics Proseminar and HIST 490 Historian as Investigator may be used to fulfill upper-division credits as long as prerequisites are met. Additional offerings of HIST 401 may be used as upper-division electives, so long as each offering used is a unique subject. HIST 401 is currently offered in the fall semester and HIST 490 in the spring semester. HIST 401 and HIST 490 are required for the history major, so if a student is thinking of taking them, they may consider majoring or double-majoring in history and should consult their academic advisor and/or the coordinator of the History Program.
- It is also strongly advised that students complete all Writing classes (GELS Goal I) very early and that they take Information Studies (INFS) courses. INFS 115 and/or INFS 315 are recommended. INFS 340 was designed with history students in mind and counts for GELS Goal I.
- History courses count toward different General Education and Liberal Studies (GELS) Goal areas and/or for the Racial Issues Graduation Requirement and students may use a single history course to fulfill both history minor requirements and GELS and/or RIGR. All GELS and RIGR courses are listed separately in Metropolitan State's catalog: [the 2024-2025 GELS course list](#) and [the RIGR course list](#). A student's DARS indicates whether RIGR needs to be fulfilled or which GELS areas need to be fulfilled, if any.
- Any upper-division history course may be scheduled as a faculty-designed independent study. Please, contact the coordinator of the History Program.
- The History Program encourages serious and disciplined history majors and minors to participate in internships which are well-designed and academically beneficial. The program allows one internship per student for academic credit. An internship will be counted as a 0.5-4 credit-hour history course (HIST 350I). Please, contact the coordinator of the History Program.
- What can you do with a history major or minor? The short answer is, anything. A good place to start thinking about history-related careers is [the American Historical Association's webpages](#).
- Students are encouraged to talk with their academic advisor and the coordinator of the History Program early in their career at Metropolitan State and whenever they have a question and/or each term, and students should consult the catalog before registering for courses each term. [Program requirements listed in the catalog](#) take precedence over those appearing on this document.

Checklist

This checklist should duplicate what appears in a student's DARS for history minor requirements. Compare to a student's DARS to make sure both are correct.

Introductory Level (minimum one course, 3 credits)

Introductory level courses in U.S. history, western civilization, or world history at the 100 or 200-level (or transfer equivalency) or upper-division Metropolitan State courses HIST 302-309 may fulfill this elective requirement.

Introductory Electives:

Course Number: _____ Course Title: _____ Semester/Year: _____ Credits: _____ from: _____

HIST 301 Historical Interpretation (4 credits)

HIST 301 (4 credits) Semester/Year: _____ Credits: 4 from: Metro State

Upper-Division Level (minimum three courses, 12 credits)

Any 300-level or above courses at Metropolitan State or transfer equivalency.

Upper-Division Electives:

Course Number: _____ Course Title: _____ Semester/Year: _____ Credits: _____ from: _____

Course Number: _____ Course Title: _____ Semester/Year: _____ Credits: _____ from: _____

Upper-Division Women's/Gender History:

Course Number: _____ Course Title: _____ Semester/Year: _____ Credits: _____ from: _____

Advisor's Notes: _____

Totals

Transfer History credits (up to 8): _____

History credits completed at Metropolitan State University: _____

Total History credits (minimum 19): _____

This form was filled out for _____ (student's name & ID) by _____ (evaluator's name) on _____ (date).

Contact us

For further inquiries, contact the History Program Coordinator at doug.rossinow@metrostate.edu (fall and spring). In the summer 2026, contact the Department of Ethnic, Gender, Historical, and Philosophical Studies Chair at margaret.vaughan@metrostate.edu.

History Program, Metropolitan State University, 700 East Seventh Street, Saint Paul, Minnesota, 55106-5000. The fax number is 651-793-1446.

The College of Liberal Arts is located at the St. Paul campus in St. Johns Hall 3rd floor. Telephone: 651-793-1440