

April 3, 2009

**Academic Policy  
Requirements for Establishment of Academic Minors**

1. A minor is a cohesive set of courses designed to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area outside of the major. Minors may focus on one discipline or may be interdisciplinary.
2. Minors are developed by faculty members – within a division/department, across divisions/departments of the same unit, or across units of the university.
3. Academic minors are offered at the undergraduate level and require between 15 and 21 credits.
4. Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor by submitting a form (available at the Record's Office website) to the director or adviser of their major program for verification of eligibility for the minor. The Records Office adds the designation to the student's record and sends a copy of the declaration to the contact person of both the student's major program and minor. A student may not declare a minor until he/she has declared a major, but these declarations may be made at the same time.
5. A student may use a maximum of six credits to satisfy both degree requirements (including major and general education requirements) and minor requirements. Courses completed in one minor may not be used to satisfy the requirements in another minor.
6. At least half of the credits required in a minor must be upper division (300–400 level) courses.
7. At most 6 credits applied to a minor may be transferred from another regionally accredited institution.
8. Prerequisite courses which are not part of the minor itself are outside of the required credit count for the minor and may not exceed 6 total credits.
9. To graduate with a minor a student must earn a "C" (2.0) in each course applied to the minor.
10. Verification of completion of a declared minor is part of the graduation check off done by the student's major program director or adviser.
11. Minors will be posted on a student's academic transcript but not on the diploma.
12. A proposal for a minor must include the following: title of the minor, target audience for the minor including which majors are eligible, faculty member submitting proposal, academic unit of the submitter (this unit becomes the owner of the minor), contact person for the minor, and requirements for earning the minor.
13. All interdisciplinary minors are reviewed and approved by the undergraduate curriculum committees of each school providing courses for the minor.

## **Statement for Undergraduate Catalog Undergraduate Minors**

A minor is a cohesive set of courses designed by faculty to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area that is not the major. Minors may focus on one discipline or may be interdisciplinary. Academic minors require between 15 and 21 credits. A minor is optional and students should seek the guidance of an academic adviser when selecting a minor to review the program plan of study required for completing a minor in conjunction with their degree.

### **Eligibility for a Minor**

Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor by submitting a form (available at the Record's Office website) to the director or adviser of their major program for verification of eligibility for the minor. The Records Office adds the designation to the student's record and sends a copy of the declaration to the contact person of both the student's major program and minor. A student may not declare a minor until he/she has declared a major, but these declarations may be made at the same time.

### **Requirements for completion of a minor**

No more than 6 credits may satisfy both requirements for the degree (including major and general education requirements) and requirements for the minor.

Courses completed in one minor may not be used to satisfy the requirements in another minor.

At most 6 credits applied to a minor may be transferred from another regionally accredited institution.

To graduate with a minor a student must earn a "C" (2.0) in each course applied to the minor.

Prerequisite courses which are not part of the minor itself are outside the required credit count and may not exceed 6 total credits.

Verification of completion of a declared minor is part of the graduation check off done by the student's major program director or adviser.

Minors are posted on a student's academic transcript but not on the diploma.