



Offering of Academic Minors

No. 6345

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Policy Owner:
Cyril Clarke

Policy Author:
(Contact Person)
Rick Sparks

Affected Parties:
Undergraduate

- 1.0 Purpose
- 2.0 Policy
- 3.0 Procedures
- 4.0 Definitions
- 5.0 References
- 6.0 Approval and Revisions

1.0 Purpose

2.0 Policy

The addition of a minor may sometimes imply extra course work, which can delay graduation, but such additions in most instances require no particular qualifications on the part of the student. They usually can be accomplished at any time prior to the senior year, simply by working with one's academic advisor and informing the head(s) of the department(s) and the dean(s) of the college(s) in question. Minors are to be completed at the same time as the student's primary major.

Access to minors may be prevented for restricted curricula and is noted on the checksheet for the minor. Student seeking entrance into minors should reference Change of Major Dates | Office of the University Registrar for the specific dates of when a request can be made.

Minor requirements start at a minimum of 18 credit hours. Minors must be approved through University Governance.

All departments with approved minors shall provide advising for students seeking a minor in that department. This stipulation is implicit in any proposed minor, and the details of advising are subject to the discretion of the college and departments concerned and need not be specified in the proposal.

In those cases where there is less than six (6) hours of course work at the 3000 level or above are required, the proposing department is expected to provide clear and specific justification for such proposals. Further, departments should include a statement of all course prerequisites that are required for courses listed to satisfy a minor course requirement.

Minors are to be processed through a college curriculum committee and the Commission on Undergraduate Studies & Policies (CUSP) for review and approval.

A GPA of 2.0 is required in the minor.

3.0 Procedures

The procedure to add a minor is dependent on the college in which the minor is housed.

4.0 Definitions

5.0 References



6.0 Approval and Revisions

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1
Section 2. Deleted reference to percentage of total credit hours required.
Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.
- Revision 2
 - Section 2. Reference to “QCA” updated to “GPA.” Added “minors are to be completed at the same time as the student’s primary major.” Added 15 hours as minimum required for a concentration. Added that minors must be approved through University Governance. Removed reference to common census date for making application to add a minor.
 - Section 5. Added reference to Policy Memorandum No. 203.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.

- Revision 3
Technical update to provide clarifying language for referencing information on minor, procedures to add a minor, and remove outdated references to concentration.
Approved August 30, 2023 by University Registrar, Rick Sparks.