

KENT STATE UNIVERSITY

CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **1-Feb-15**

Curriculum Bulletin _____

Effective Date **Fall 2015**

Approved by EPC _____

Department **Associate and Assistant Deans Committee**

College _____

Proposal **Revise Policy**Proposal Name **Minors Policy**

Description of proposal:

Proposal seeks to revise the Minors Policy as published in Curriculum Guidelines and include it in the 2015 University Catalog. Revisions are to (1) allow students in an associate degree major to declare a minor; (b) decrease the upper-division requirement, from 9 to 6 hours; (c) require minimum 50 percent of the minor's total coursework to be earned at Kent State; and (d) establish a double-counting limitation that entails 6 credits hours in the minor to be unique to the declared major or other minor.

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

When/if this proposal is approved, any policy or program that is below the established minimum will need to be revised by fall 2016.

Units consulted (other departments, programs or campuses affected by this proposal):

Assistant and associate deans and advisors for each college

REQUIRED ENDORSEMENTS

Department Chair / School Director	____/____/____
Campus Dean (for Regional Campuses proposals)	____/____/____
College Dean (or designee)	____/____/____
Dean of Graduate Studies (for graduate proposals)	____/____/____
Provost and Senior Vice President for Academic Affairs (or designee)	____/____/____

Proposal Summary

Revision of the Minor Policy

SUBJECT SPECIFICATION

This proposal seeks to revise the policy governing undergraduate minors and publish it in the University Catalog.

BACKGROUND INFORMATION

The policy regarding an undergraduate minor, as published in the Curriculum Guidelines, has been relatively unchanged for decades. However, the university has greatly grown since then, leading to issues that the policy did not address or were open to interpretation. Examples include fielding requests from associate degree-seeking students to declare a minor (policy is silent) and trying to understand “discipline” in the restriction “*students may not pursue a minor and a major in the same discipline,*” when the minor may not carry the same name or reside in the same department much less same college as the major, yet it contains the same courses.

These issues were brought to the Associate and Assistant (A&A) Deans Committee, which charged a subcommittee to examine the policy and make recommendations. The subcommittee comprised the following members:

- Joanne Arhar, professor and associate dean, Education, Health and Human Services
- Mary Ann Haley, assistant professor and associate dean, Arts and Sciences
- Richmond Nettey, associate professor and associate dean, Applied Engineering, Sustainability and Technology
- Gail Rebeta, university registrar
- Liz Sinclair, assistant dean, Business Administration
- Katie Smith, academic program coordinator, Curriculum Services
- Mary Southards, assistant dean, Stark Campus
- Cynthia Stillings, professor and associate dean (interim), The Arts
- Therese Tillett, director, Curriculum Services
- Bill Willoughby, associate professor and associate dean, Architecture and Environmental Design
- Kathy Zarges, academic program director, Education, Health and Human Services

Once convened, the committee reviewed Kent State’s policy against minor policies at 32 other four-year universities, including Ohio public and Kent State benchmark universities (appendix A). Members also examined the structure of the university’s 144 active undergraduate minors (appendix B) and the top 25 minors and top 25 minor/major combinations in terms of enrollment and graduation (appendix C).

From that review, the committee focused on the following items for discussion and decision.

1. Minimum total hours required for a minor.
2. Amount of coursework applied toward a minor that must be taken in residence at Kent State.
3. Requirement of upper-division coursework in a minor.
4. Allowance (or restriction) of double-counting courses for both a declared major and minor.
5. Allowance (or restriction) of associate degree-seeking students to declare a minor.

The primary objective of the subcommittee was to construct a policy that provides a standardization and baseline of minimum requirements that is representative of and attainable for a university with such diverse program offerings.

1. Minimum total hours required for a minor.

Since 1991, the policy has stated that a minor *“normally contains between 18 and 25 credit hours.”* Prior to 1991, the policy used the word *“should,”* rather than *“normally.”* In 2012, the stipulation *“a minor is minimum 12 credit hours”* was added to align the policy with a directive from the Ohio Board of Regents.

The subcommittee discussed the appropriate amount of coursework that constitutes formalized study in an academic area and appears as a separate credential on a student’s transcript. Members agreed that while subjective, depending on the area of specialization and level of coursework applied, five or more courses (approximately 15+ hours) is fitting. From the review of Kent State minors, it appeared that academic units agreed, with all minors having 15 or more hours, with the exception of one (see below).

Review of Kent State’s 144 active minors:

- Lowest hours:
 - 12 (International Business for Business Majors)
 - 15 (Aviation Management)
 - 16 (Unmanned Aircraft Systems)
- Highest hours:
 - 42 (Education)
 - 32 (Sports Medicine)
 - 30 (Paralegal Studies)
- Average hours: 21
 - # of minors with 18 hours: 42
 - # of minors with 19+ hours: 99

Review of 32 four-year universities:

- 1 requires 12 hours
- 13 require 15 hours
- 1 requires 17 hours
- 14 require 18 hours
- 1 requires 24 hours
- 2 listed no required minimum

The required credit hours for the International Business for Business Majors minor may be higher than 12 depending on the student’s foreign language proficiency. This minor is specific to business majors and comprises courses not required in the major. The same minor for non-business majors requires a minimum of 23 hours.

The committee recommends keeping the minimum requirement at 12 credit hours. The current policy aligns with Ohio Board of Regents’ requirement, and 98 percent of Kent State minors are 18 or more hours, falling within the range of *“normally.”*

2. Amount of coursework applied toward a minor that must be taken in residence at Kent State.

Residence is defined as academic credit earned at a university. Kent State’s residence requirement is 30 hours for a bachelor’s degree, 15 hours for an associate degree and 50 percent total required hours for a certificate. There is no residence requirement for minors, thereby theoretically allowing students to use most or all transfer/transient coursework or alternative credit toward earning a Kent State credential without taking Kent State courses.

Of the 32 four-year universities reviewed, 12 listed a residence requirement:

- 4 require minimum 50 percent
- 3 require minimum 9 hours
- 3 require minimum 6 hours (all upper-division for one institution)
- 1 requires that maximum 6 hours can be transfer coursework
- 1 states residence requirement is determined by department

Subcommittee members agreed there should be a residence requirement and that it should align with the one for Kent State certificates—*minimum 50 percent of the total required hours in residence*—as the total hours for both types of programs are similar in total hours.

3. Requirement of upper-division coursework in a minor.

The current policy requires minors to include minimum 9 upper-division hours. Previously (before 1991), the 9 upper-division hours were a recommendation. However, the policy has not been enforced as 25 minors (18 percent) have less than 9 credits of upper-division required.

Review of Kent State's 144 active minors:

Upper-division requirement	Number of minors
0 hours	2
3-5 hours	3
6-7 hours	20
9+ hours	119

Half of the 32 universities reviewed (16) listed an upper-division hour requirement:

Upper-division requirement	# of universities
1 course	1
2 courses	1
1/3 total hours	1
6 hours.....	5
9 hours.....	7
12 hours	1*

* Certificates are minimum 24 hours.

This area received the most discussion, within both the A&A Deans Committee and the subcommittee. Proponents for eliminating the upper-division requirement argued that minors serve different purposes—some minors offer depth in one subject, while other minors offer breadth of inter/multidisciplinary study—and it may disadvantage students to lose that flexibility.

Proponents for retaining the upper-division requirement debated that, as a subset of or an addition to a major, a minor should have meaningful content and build aptitude in an academic area, which is found in upper-division coursework.

The conclusion from the subcommittee's examination is that an upper-division requirement allows for a student to achieve competency in an academic study and should be retained. However, members recommend reducing the requirement, from 9 to 6 upper-division hours. The rationale for the reduction includes concerns that upper-division courses are not offered frequently, which may delay time to graduation, and the fact that most upper-division courses have prerequisites that may make it difficult for non-majors to satisfy.

4. Allowance (or restriction) of double-counting courses for both a declared major and minor.

The policy states that "*Students may not pursue a minor and a major in the same discipline.*" That statement makes sense in a simplified example of not allowing a student in the chemistry major to declare the chemistry minor. It gets complicated, though, when determining combinations that span departments and colleges—for example, the integrated social studies major with economics concentration paired with the economics minor.

If the purpose of the minor, as indicated in the policy, is "*to provide formalized guidance to students in selecting courses in a field or content area that is outside the major,*" having all the coursework in a minor subsumed in a major does not fit that objective. Nor does it make sense to allow a student to earn two different Kent State credentials for the same coursework.

Of the other 32 universities reviewed, 27 universities have a written policy on double-counting courses toward both a major and a minor. Twelve of those universities (44 percent) are as ambiguous as Kent State in wording and write more about prohibiting a major and minor in the same field/discipline/name/department, than about duplication of courses or content.

Of the remaining 15 universities:

- 6 allow no double counting at all
- 1 requires 15 unique hours
- 2 require 12 unique hours
- 2 require 9 unique hours
- 1 requires 8 unique hours
- 1 requires 6 unique hours
- 1 requires maximum $\frac{1}{3}$ of minor coursework to overlap with major
- 1 allows full double-counting

The subcommittee recommends that Kent State adopt the restriction of minimum 6 credit hours unique to course requirements for any major or other minor the student is pursuing. Members also recommend keeping the original language—“*Students may not pursue a minor and a major in the same discipline.*”—as it may be possible for a student to fulfill the unique hours but still select an unauthorized major/minor combination. Therefore, the language allows academic units to continue to approve or disapprove a combination depending on the nature of the disciplines involved.

There are several majors where the full curriculum for a minor has been embedded as requirement for graduation with the bachelor’s degree. Typically, with these, the name of the major or concentration is similar to the name of the minor, if not identical. Program areas will not be required to change their curriculum when/if this proposed requirement is approved; however, students will no longer be allowed to declare the minor if it does not contain 6 hours unique to the major.

5. Allowance (or restriction) of associate degree-seeking students to declare a minor.

Over the past several years, students in associate degrees have been requesting to declare a minor. The policy governing minors, however, is silent on this matter. Most likely that is because it was not an issue to be decided when the policy was created in the 1980s. Back then, bachelor’s degrees and coursework were offered only at the Kent Campus, and associate degrees and courses were offered only at the regional campuses.

Kent State’s eight campuses operate differently today with more partnerships and student mobility. Presently, 27 bachelor’s degrees and 37 undergraduate minors are offered fully at the regional campuses, and students have many opportunities to enroll in online courses from any campus. In summer 2009, 26 courses were offered online from the Kent Campus. In summer 2014, that number had grown to 258, an 892-percent increase in five years.

As the policy did not address the pairing of associate degree majors and undergraduate minors, decisions have been inconsistently made. A review of awarded minors uncovered that seven students in associate degree programs graduated with a minor over the past 17 years. Yet, other associate degree students have been denied when requesting a minor.

Most of the 32 other universities reviewed do not offer an associate degree. A question put out on a registrar listserv elicited few responses, and the ones that did were mixed, with some denying associate degree students from declaring a minor (mainly due to the upper-division requirement in the minor) and others permitting it or recently changing their regulations to permit.

Committee members believe the statement in the policy that a minor “*enables a student to make an inquiry into a discipline or field of study or to investigate a particular theme*” should be applicable to students in Kent State’s nearly 30 associate degree majors. For example, students in the associate degree in nursing may benefit by having a minor in applied conflict management; students studying viticulture for the associate degree may enhance their employment opportunities with a minor in business.

However, the committee recommends that the policy not extend to students in the Associate of Arts and Associate of Science degrees or the Associate of Technical Study degree—individualized program. These degrees do not have a major, or a specialized course of study; therefore, declaring a minor does not fit with the intention to allow students to investigate a field or content area outside the major.

ALTERNATIVES AND CONSEQUENCES

The alternate to the proposed recommendations is retaining the current policy as it stands, which does not represent today's Kent State with its large amount of programmatic offerings and student movement across campuses. The consequences are inconsistent, imprecise and arbitrary decision-making regarding associate degree students, major/minor combinations, residence and upper-division content.

SPECIFIC RECOMMENDATION AND JUSTIFICATION

The recommendation of the subcommittee of the Associate and Assistant Deans Committee is to revise the minors policy to (a) allow students in an associate degree major to declare a minor; (b) decrease the upper-division requirement, from 9 to 6 hours; (c) require minimum 50 percent of the minor's total coursework to be earned at Kent State; and (d) establish a double-counting limitation that entails 6 credits hours in the minor to be unique to the declared major or other minor.

Program faculty and academic units have the prerogative to require more upper-division coursework and more hours in residence than the proposed university minimum, as well as to prohibit outright specific major/minor combinations, but they cannot require less. When/if this proposal is approved, any policy or program that is below the established minimum will need to be revised by fall 2016.

Proposed changes to the current minor policy:

An academic minor is a curriculum component, smaller than the major, which enables a student to make an inquiry into a discipline or field of study or to investigate a particular theme. The purpose of a minor is to provide formalized guidance to students in selecting courses in a field or content area that is outside the major and to provide formal recognition of that work on the transcript. Minors may be centered in a specific department or be drawn from several departments, as in the case of an interdisciplinary topical or thematic focus.

A minor is minimum 12 credit hours and normally contains between 18 and 25 credit hours, with ~~at least 9~~ a minimum of 6 of those hours being upper-division credit and a minimum 50 percent of the total hours in residence. Minors are sponsored by the unit that offers the courses in that discipline.

Students in a bachelor's or an applied associate degree (e.g., AAB, AAS) or the Associate of Technical Study, of which there is a major, may declare a minor. Students in a generalist associate degree (e.g., AA, AS, ATS–Individualized Program) may not declare a minor.

Students may not pursue a minor and a major in the same discipline. A minimum of 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing.

Students must formally declare a minor, similar to the process by which they declare the major.

ACTIONS REQUIRED AND ANTICIPATED TIMELINE

Associate and Assistant Deans Committee.....	approved 10 February 2015
Educational Policies Council.....	approval sought 16 February 2015
Faculty Senate.....	approval sought 16 March 2015
Implementation.....	published in fall 2015 University Catalog

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

Institution	Min. total credits	Min. UD credits	Min. credits residence	Double counting with other programs	Associate-seeking?
American Univ.	min 18	9	9	12 unique credits	
Arizona State Univ.	15	9		Inappropriate (major/minor) combinations include (but would not be limited to) ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student's major.	
Bowling Green State Univ.	15			15 hours that cannot be applied toward the student's principal area of study or another minor	
Defiance College	18		50%	9 unique credits for 2nd minor	Yes
George Mason Univ.	"usually" 15-21		6	8 unique credits	
Iowa State Univ.	15	6	6	9 unique credits	
Kansas State Univ.	15		max 6 transfer credits	...study in an area outside their major curriculum. Courses forming a minor may be used to satisfy the general requirements of a major curriculum, including free electives.	No
Miami University	18			Courses used to satisfy the requirements for one minor may also be used to satisfy the requirements for another minor or major.	No
Norfolk State Univ.	15-18	9	6 (UD)	Not in same discipline (i.e., same prefix)	
North Carolina State Univ.	15			A student cannot obtain a minor in their major.	
Northern Illinois Univ.	18			A student may not take a minor offered by the department of his or her major unless this is specifically permitted in the description of the minor	
Ohio State Univ.	12-18	6 (no 1000-level)		12 unique credits	
Ohio Univ.	15-24	2 courses			No
Penn State Univ.	18-21	6 (400)			No
Stanford Univ.	18-36			Students may not overlap (double-count) courses for completing major and minor requirements, unless overlapping courses constitute introductory skill requirements or overlapping courses enable the student to meet school requirements (for example, for a major within the School of Engineering and a minor). Only Engineering has school requirements for its undergraduate majors.	n/a
Univ. at Albany, SUNY	18-24	9		If the student with a single, non-combined, non-departmental major has only one minor, the same course may not be used to fulfill the requirements of both the major and the discrete minor, i.e., no "double counting" between the major and minor is allowed.	n/a
Univ. of Connecticut				The same course may be used to meet both major and minor course requirements unless specifically stated otherwise in a major or minor.	n/a
Univ. of Cincinnati	18-36	1 course	50%	No student may use a minor title that is the same as the title of the student's major.	
Univ. of Georgia	15-18	9		Minor must be comprised of coursework "in a field of study other than the student's major"; the University curriculum Committee "has determined that if a course satisfied a major requirement it cannot also be used" to satisfy a minor requirement.	
Univ. of Maine				Normally no more than one third of the requirements for the minor can overlap with the major requirements.	No

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

Institution	Min. total credits	Min. UD credits	Min. credits residence	Double counting with other programs	Associate-seeking?
Univ. of Maryland	15-24	9		No more than six credits (or two courses) may be applied to satisfy both the requirements of a minor and a major program. No course may be used to satisfy the requirements of more than one minor.	n/a
Univ. of North Carolina at Greensboro	15		9	Minor must be outside his or her major area of study	
Univ. of North Texas	18	6			
Univ. of Oregon	24	12	by dept.	Some minors or second majors may be used to satisfy part of one group requirement. Students should consult their advisors for more information.	n/a
Univ. of Southern Mississippi	18				
Univ. of Texas at Arlington	18	6		In a case where the student wishes to pursue a minor comprised of courses within the same college as that which offers his/her major program of study, the student and his/her advisor will propose a program of study/list courses for approval by the dean of the college.	
Univ. of Toledo	18-22		9	Students completing a minor cannot use courses from their minor to satisfy requirements in the major.	
Univ. of Washington	25-35 (quarters) 17-23 (semesters)		50%	Although you cannot major and minor in the same program at the same time, some majors and minors include courses from more than one department. In such cases you may overlap, but the amount of overlap might be restricted. For example, some Religion courses may count toward the Comparative History of Ideas minor. If you minor in Comparative History of Ideas and major in Comparative Religion, you may count these courses toward both your minor and your major with no restriction. However, the Diversity minor restricts overlap with your major to 10 credits.	n/a
West Chester University	18-30		50%		
West Virginia Univ.	15	9		Students may not earn a minor in the same field as their major. Courses required for completion of the student's major may be applied to completion of a minor so long as that minor is not in the same field (i.e., offered by the same academic unit) as the major. Courses required for completion of one minor may be applied to completion of a second minor should such requirements overlap.	No
Western Michigan Univ.	15			Courses elected to satisfy requirements in one major and/or minor may not be counted again to satisfy requirements in another major and/or minor.	
Youngstown State Univ.	18	1/3		A minor is intended to contrast with or deepen the major or General Education and is to be taken in a discipline other than that of the major. In approved interdisciplinary minors, courses from the student's major discipline can be counted in the minor provided that the same courses are not counted toward the major.	

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

AMERICAN UNIVERSITY

<http://www.american.edu/provost/undergrad/undergrad-rules-and-regulations.cfm#9>

A minor requires a minimum of 18 [credit hours](#), at least 9 of which must be earned [in residence](#) at American University. At least 9 credits must be earned in upper-level courses in the minor. At least 12 hours of the minor must be outside of the course requirements for any major or other minor the student is pursuing. A grade of C or better is required for each course used to satisfy the minor.

Students who decide to declare a minor field of study are expected to declare their minor no later than one year prior to the intended date of graduation, usually 90 [credits](#) earned at American University or the end of the junior year.

ARIZONA STATE UNIVERSITY

https://provost.asu.edu/index.php?q=Establish_a_Minor

A minor is an approved, coherent focus of academic study in a single discipline, other than the student's major, involving substantially fewer hours of credit than a corresponding major. Certain major and minor combinations may be deemed inappropriate either by the college or department of the major or minor. Inappropriate combinations include (but would not be limited to) ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student's major.

A minor:

- Requires a minimum of 15 semester hours of which at least 9 semester hours must be upper division
- Is not intended for students pursuing a major in the department which offers the minor

BOWLING GREEN STATE UNIVERSITY

http://www2.bgsu.edu/catalog/Acad_policies/Acad_policies8.html

A "minor" represents a student's commitment to a body of knowledge separate from the student's principal area of study ("principal area of study" refers to a major, specialization, or—in those cases where a named degree is the sole transcript designation—a named degree). In recognition of this distinction, a minor will include a minimum of 15 hours that cannot be applied toward the student's principal area of study or another minor.

Any particular minor may or may not be available to a student, depending on the student's principal area of study. In those cases where the courses in the principal area of study overlap broadly with the courses in the minor, such that there are not 15 hours in the minor different from the courses in the principal area of study, that minor cannot be taken in the context of that principal area of study (e.g., students may not major and minor in the same discipline). Substitutions to course requirements for a minor are the jurisdiction of the program offering the minor.

By contrast, a "specialization" is a requirement for a set of courses representing a sub-discipline within a major or named degree. "Degree," "major," "specialization," and "minor" are all official transcript designations. Other designations, such as concentration, emphasis, option, cognate, or track, do not appear on students' transcripts; they represent unofficial groupings of courses within a principal area of study.

DEFIANCE COLLEGE

<http://www.defiance.edu/registrar/documents/dc-undergrad-catalog-13-14.pdf>

A minor is an approved course of study which consists of a minimum of 18 hours of course work. Most minors are designated by departments that offer majors. Please view the specific minor requirements within the major descriptions of this catalog. At least half of the total hours prescribed in a minor must be completed in residence at Defiance College. Students who choose to complete a minor must take the prescribed courses as listed in the minor description. Students who choose to complete a second minor must take a minimum of nine additional hours of courses in the secondary minor that also do not apply to general education courses, major(s) requirements, or the primary minor the student is completing. The change of major/minor/advisor form is available in the Registrar's Office or online at: www.defiance.edu/pages/RC_download_forms.html

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

GEORGE MASON UNIVERSITY

<http://catalog.gmu.edu/content.php?catoid=25&navoid=4846&hl=minors&returnto=search>

Students may elect minor programs of study in addition to major fields by submitting a completed Minor Declaration (Undergraduate) form to the Office of the University Registrar. Minors usually require between 15 and 21 credits of study, at least 8 of which must be applied only to that minor and may not be used to fulfill requirements of the student's major, concentration, an undergraduate certificate, or another minor. Students must complete at least 6 credits in their minor at Mason and achieve a minimum 2.00 GPA in courses applied to the minor. Students interested in a minor should consult the appropriate departmental sections in this catalog. Note that these are university minimum requirements; individual programs may have higher standards and/or more restrictive requirements.

IOWA STATE UNIVERSITY

<http://catalog.iastate.edu/collegescurricula/#minorstext>

Requirements for an undergraduate minor are specified by many departments and programs in the university; a record of completion of such requirements appears on a student's transcript. Lists of undergraduate minors offered by each college appear in the college description. Credits used to meet the minor requirements may also be used to satisfy the credit requirement for graduation and to meet credit requirements in courses numbered 300 or above. Some students may have to exceed the graduation credit requirement set by their college in order to meet the requirements of both the minor and the curriculum/major.

All minors require at least 15 credits, including at least 6 credits taken at Iowa State University in courses numbered 300 or above. The minor must include at least 9 credits that are not used to meet any other department, college, or university requirement. Courses taken for a minor may not be taken on a pass-not pass basis. Specific requirements and/or restrictions are available from the department or program offering the minor.

KANSAS STATE UNIVERSITY

http://www.k-state.edu/registrar/a_r/#MINORS

Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. Courses forming a minor may be used to satisfy the general requirements of a major curriculum, including free electives. Students are not required to complete a minor to graduate.

Students who declare and complete all requirements for a minor as part of a baccalaureate degree will receive official recognition on their academic records when the degree is posted. Undergraduate students interested in completing one or more minors should consult their advisor. Additional counsel should be sought from the minor program director. Students are encouraged to seek advice and information about potential areas of emphasis early in their academic planning.

Students who wish to complete a minor after a baccalaureate or during or after an advanced degree has been awarded by Kansas State University must reapply to Admissions as a non degree student to add a minor. Students with baccalaureate or advanced degrees from another accredited college or university should consult the minor program director about the availability of the minor to non-K-State graduates.

- [Policy Questions](#)
- [Admission procedures](#)

A minor requires completion of at least 15 designated hours of course work. Faculty in departments offering minors have specified courses that enable students to acquire moderate expertise in their discipline. No more than six hours of transfer courses may be used for a minor. Prerequisites and requisites associated with minors must be followed, and students must earn the minimum GPA set by the minor program.

For more information on specific minors, consult individual department course listings and the minor program director.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

MIAMI UNIVERSITY

<http://www.units.miamioh.edu/reg/bulletins/GeneralBulletin2014-2015.pdf>

A minor is a second field of study taken along with a major. Taking a minor is optional. This is a specific program that may widen your primary area of interest or increase your career opportunities. Most minors require fewer hours than majors—all require at least 18 semester hours in a specified program. Minors may be offered within one department or across several departments. Minors are offered in many fields of study. A list of minors is in the General Information chapter; requirements for each minor are included in each division's chapter. To earn a minor, these are the minimum requirements (some minors require more):

- Notify the chief departmental advisor or chair of the interdepartmental committee that you want to enroll in the minor.
- You must have a 2.00 grade point average (GPA) for all courses in a minor. Some minor programs may require a higher GPA.
- All courses taken for minor must be for a grade, not for credit/no-credit, unless exceptions are stated.
- When you apply for graduation, you must indicate on your application that you are receiving a certain minor. A minor can only be awarded with a bachelor's degree. You may have more than one minor. All minors you complete are noted on your academic record. Courses used to satisfy the requirements for one minor may also be used to satisfy the requirements for another minor or major. Not all major programs allow students to record certain minors, and some minors are open only to certain majors. Check with your advisor for more information.

NORFOLK STATE UNIVERSITY

<https://www.nsu.edu/Assets/websites/policies/30-39/30.004-Undergraduate-Minor-Program-Policy.pdf>

Norfolk State University provides an opportunity for undergraduate, degree-seeking students to pursue studies in a minor. A minor may be established in a field of study offered at Norfolk State University. The minor may be chosen to complement the major, to provide recognition of study in a second academic area, to meet an area of interest by the student, or to increase job opportunities upon graduation. A minor is discipline-based, that is, the department or program that houses the minor defines its content. Undergraduate students may elect to complete a minor. Like a major, it is a focused area of study; however, a minor in a discipline is more narrow or restricted in scope. Fewer course credits are required than in the major field of study. A minor is not required to earn an undergraduate degree.

Procedures

I. Criteria for Establishing a Minor

- A. The minor must be in a single discipline area (prefixes) offered at Norfolk State University and must be established through the regular curriculum approval process.
- B. A minor is to consist of a minimum of 15 semester hours and a maximum of 18 semester hours.
- C. At least 9 semester hours must be upper division credits in the minor.
- D. A minimum of 6 semester hours in upper division credits in minor requirements must be taken in residency.
- E. Each minor must include a core which is a common requirement for all students. A core is defined as a set of courses required of all students or courses taken from a designated list of choices within required categories
- F. At least 9 semester hours of the credits meeting the requirements of the minor must be graded on the A-F scale.
- G. Students may not earn both a major and minor in the same discipline (i.e., same prefix).
- H. A grade of 'C' must be earned in all courses meeting the requirements for the minor.
- I. Prerequisites for any required courses in the minor must be met.

II. Criteria for Declaring a Minor

- A. Students may declare a minor and consult with their advisor at any time but no later than the time to submit an application for graduation.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

- B. All applicable University, school and departmental (major and minor) policies and procedures must be followed. Appropriate paperwork must be completed in a timely manner and must meet applicable deadlines.
- C. In order for the minor to appear on a student's transcript, the minor must be listed on the application for graduation.
- D. If the student has completed the minor as structured by the curriculum, there is no need for the signature of a minor advisor on the degree audit. However, course substitutions, or the application of transfer courses for which there is no direct University equivalency, must be approved by an advisor from the minor department.

III. Internal Process for Declaring a Minor

- A. Program proposals must be initiated by a department, program or school in the University. Following approval at the school level, proposals are processed through the regular curriculum approval and program review procedures of the University in the same manner as other new and revised curricular programs.
- B. Program proposals must be submitted in the format prescribed for proposing new and revised curricula.
- C. The sponsoring department or program must designate a faculty member who will be responsible for coordinating the program. As may be appropriate, this may be the department head.
- D. A Curriculum Sheet must be prepared.
- E. The program must meet University program assessment and program review guidelines. A program assessment plan must be prepared. Annual program assessment reports are to be prepared and submitted in accordance with School and University policies and guidelines.
- F. All approved minor programs must be described in the University Catalog.
- G. Program approval is needed before literature regarding the program is published and circulated. Literature must have the approval of the department head and dean.

NORTH CAROLINA STATE UNIVERSITY

<http://oucc.ncsu.edu/academic-minors>

- *Departmental Minor:* A department may develop one or more minors within disciplines offered in that department. Usually the departmental minor includes only courses from one discipline.
- *Inter-Departmental Minor:* A minor may be developed by different departments by faculty who teach in the disciplines most relevant to the particular minor. Each inter-departmental minor will be administered by a departmental representative in which the majority of the required courses are taught.
- The number of hours required for a minor is at the discretion of the department or college offering the minor but must be at least 15 hours. Required courses for the minor must be at the undergraduate level. Prerequisite courses which are needed will be in addition to the hours required for the minor.
- A minor shall be completely optional for a student and cannot be required by an academic program.
- A student cannot obtain a minor in their major.
- Only students who have matriculated into a major are eligible for a minor.
- Students cannot complete a minor after graduating.
- Any student seeking a minor must consult with the minor coordinator on a plan of work and should file a copy of this plan with the major advisor as soon as the minor is declared. The student should submit a [Declare a Minor form](#) signed by their minor coordinator and submit the form to Registration and Records as soon as possible but no later than the end of the regular registration period one semester prior to the semester of graduation. Not declaring the minor in a timely manner may result in recognition of the minor NOT appearing on student's final transcript.
- Successful completion of the minor will be noted on the transcript upon graduation.
- Courses constituting the minor may be used to satisfy General Education requirements as applicable.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

NORTHERN ILLINOIS UNIVERSITY

http://catalog.niu.edu/content.php?catoid=10&navoid=268#acad_prob_and

A student may declare a minor at any time by completing a "Minor Request" form in the office of the department offering the minor. A student may not take a minor offered by the department of his or her major unless this is specifically permitted in the description of the minor.

<http://catalog.niu.edu/content.php?catoid=10&navoid=266>

In order for the university to record on a student's transcript that a minor was successfully completed during the student's undergraduate program, the student must attain a minimum cumulative GPA of 2.00 in all courses taken in the minor at NIU.

OHIO STATE UNIVERSITY

https://ascas.osu.edu/files/ASC_CurrAssess_Operations_Manual.pdf

1. A minor consists of a minimum of 12 and a maximum of 18 semester credit hours at the 2000 level and above, with at least 6 of the semester hours at the upper-division level. Upper-division courses are defined as all ASC courses at the 3000 level or above, Philosophy 2500, all courses taught by departments in mathematical and physical sciences at the 2000 level and above (except for courses numbered 2194), and any foreign language course taught in the language at the 2000 level and above.
 2. 1000-level courses cannot be counted toward the hours in the minor.
 3. No more than three semester credit hours of coursework graded Satisfactory/Unsatisfactory may count toward the minor. Also, no more than three semester credit hours of X193 (individual studies) coursework may be included in the minor. A student is permitted to count up to 6 total hours of transfer credit and/or credit by examination.
 4. Prerequisites should be none or few. Any necessary prerequisites should be clearly spelled-out in the curricular proposal and on the advising sheets.
 5. No grade below a C- will be permitted in courses constituting the minor. The minimum overall cumulative point-hour ratio of the minor shall be 2.00. Courses taken on a Pass/Non-Pass (PA/NP) basis may not be applied to the minor.
 6. A student may not take a major and a minor in the same subject, unless such combination has been expressly approved by the ASC Curriculum Committee and the ASC Faculty Senate. Each minor completed must contain a minimum of 12 hours distinct from the major and/or additional minors (i.e., if a minor requires more than 12 credit hours, a student is permitted to overlap those hours beyond 12 with the major or with another minor).
 7. A student is permitted to overlap up to 6 credit hours between the GE and a minor.
 8. Once a student's minor program form is on file in the college office, any changes must be approved by the departmental (minor) advisor or a college/school counselor (depending on the minor)
 9. Minors must be declared at least one term prior to a student's intended graduation term, and students are encouraged to file the minor program earlier whenever possible.
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OHIO UNIVERSITY (SENT FROM OU AS PDF)

Academic Minor programs at Ohio University:

1. Provide a significant academic experience within a single discipline a. Minimum of 15 semester credits, maximum of 24 semester credits
 2. Are open to any student pursuing a baccalaureate program at the University
 3. Must include at least 2 courses at the junior level or above
 4. Are administered by a single academic unit and generally consist of courses from that unit.
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REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

PENNSYLVANIA STATE UNIVERSITY

<http://bulletins.psu.edu/undergrad/programs/minors/>

A minor is defined as an academic program of at least 18 credits that supplements a major. A minor program may consist of course work in a single area or from several disciplines, with at least 6 but ordinarily not more than half of the credits at the 400-course level. Total requirements are to be specified and generally limited to 18 to 21 credits. Entrance to some minors may require the completion of a number of prerequisites, including courses, portfolios, auditions, or other forms of documentation that are not included in the total requirements for the minor. All courses for the minor require a grade of C or higher.

STANFORD UNIVERSITY

<http://exploreddegrees.stanford.edu/undergraduatedegreesandprograms/#minortext>

Students completing a bachelor's degree may elect to complete one or more minors in addition to the major. Minors must be officially declared by students no later than the deadline for their application(s) to graduate, according to declaration procedures developed and monitored by the Registrar. Earlier deadlines for declaration of the minor may be set by the offering school or department. Satisfactory completion of declared minors is noted on the student's transcript after degree conferral.

A minor is a coherent program of study defined by the department or degree program. It may be a limited version of a major concentration or a specialized subset of a field. A minor consists of no fewer than six courses of 3 or more units to a maximum of 36 units of letter-graded work, except where letter grades are not offered. Departments and degree programs establish the structure and requirements of each minor in accordance with the policy above and within specific guidelines developed by the deans of schools. Programs which do not offer undergraduate degrees may also make proposals to their cognizant deans to establish a minor. Requirements for each minor are described in the individual department or program listings in this bulletin.

Students may not overlap (double-count) courses for completing major and minor requirements, unless:

1. Overlapping courses constitute introductory skill requirements (for example, introductory math or a foreign language), or
2. Overlapping courses enable the student to meet school requirements (for example, for a major within the School of Engineering and a minor). Currently, only the School of Engineering has school requirements for its undergraduate majors.

UNIVERSITY AT ALBANY, SUNY

http://www.albany.edu/undergraduate_bulletin/minors.html

A minor consists of 18–24 graduation credits which must include a minimum of 9 graduation credits of “advanced coursework” (defined as coursework requiring at least one prerequisite course and/or courses at or above the 300 level).

No student may use a minor title that is the same as the title of the student's major.

Only the following are acceptable minor titles to appear on the academic record:

- “Combined with Major” for approved combined major and minor programs
- Titles approved by the Curriculum Committee or by the Interdisciplinary Studies Committee of the Undergraduate Academic Council
- “Interdisciplinary” if approved by the Interdisciplinary Studies Committee of the Undergraduate Academic Council

A student is required to complete a minor if the student has only one major and that major is neither an approved “combined major and minor” nor an approved “departmental major.”

If the student with a single, non-combined, non-departmental major has only one minor, the same course may not be used to fulfill the requirements of both the major and the discrete minor, i.e., no “double counting” between the major and minor is allowed.

However, if that student has two or more minors, the same course may be “double counted” toward the major and one of the minors. (“Double counting” among minors is never allowed.)

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

Students not Required to Complete a Minor: A student with two or more majors or a major that is either an approved “combined major and minor” or an approved “departmental major” is not required to have a discrete minor, but the student may elect to have one or more minors listed on the academic record.

If the student does elect one or more minors, the same course may be “double counted” toward the major (or even more than one of the majors) and toward the minor.

Similarly, if the student in a “combined major and minor program” elects one or more minors, the same course may be “double counted” toward the “minor” requirements of the combined major and toward one of the minors. Naturally, students in a combined major and minor program who complete one or more discrete minors nevertheless must complete all requirements in the combined major program.

Multiple Minors: Students may declare two or more minors. For a student with two or more minors, a specific course that is applicable to more than one of the minors may be applied toward each of the minors to which it is applicable. No more than three courses can be utilized by multiple minors. Additionally, courses may be applied to one of the minors and to one (or more) of the applicable majors.

UNIVERSITY OF CINCINNATI

<http://www.uc.edu/content/dam/uc/provost/docs/academicplanning/newcertprogram/1.1%29%20Guidelines%20for%20Ug%20Certificates%20and%20Minors%209-7-10.pdf>

Minors represent a broad but solid foundation in a subject. They generally include a subset of an academic major and are intended for matriculated students.

- 18-36 semester credit hours (and may entail additional prerequisite or co-requisite coursework not included in this count)
- Generally include a core and one or more tracks
- Need not require capstone courses or experiences
- Should require at least one course be at 3000 level or above
- May include course grade or overall GPA requirements to begin or earn minor
- May include residency requirements of no more than 50% of the credit hour requirement
- Are approved following college governance procedures
- Different “version” of a minor are not permissible on different campuses.
- Tracked via DPAs and transcribed

UNIVERSITY OF CONNECTICUT

<http://catalog.uconn.edu/minors/>

A minor is available only to a matriculated student currently pursuing a baccalaureate degree. While not required for graduation, a minor provides an option for the student who wants an academic focus in addition to a major. Unless a higher standard is noted in the description of a specific minor program, completion of a minor requires that a student earn a C (2.0) grade or better in each of the required courses for that minor. The same course may be used to meet both major and minor course requirements unless specifically stated otherwise in a major or minor. Substitutions are not allowed. A plan of study for the minor; signed by the department or program head, director, or faculty designee; must be submitted to the Degree Audit Office during the first four weeks of the semester in which the student expects to graduate. The minor is then recorded on the student’s final transcript.

UNIVERSITY OF GEORGIA

http://www.bulletin.uga.edu/HTMLFiles/m_minors_Listing.html

A minor must contain 15 to 18 semester hours of course work, with at least 9 hours of upper division course work, in a field of study other than the student’s major. Courses taken to satisfy Core Areas I through V may not be counted as course work in the minor. Courses taken in Core Area VI may be counted as course work in the minor. The intent of establishing minor fields of study is to offer students

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

the opportunity to broaden their education through the minor field. The selection of a minor field of study should be made to fulfill this goal.

The department shall make available to students the requirements for the minor--the total number of hours required, along with the enumeration of any particular courses that are mandated or excluded, residency requirements (if any) for the minor courses, and grade requirements for minor courses if those requirements differ from the general University standard for credit (a D as the minimum passing grade). The University Curriculum Committee has determined that if a course satisfies a major requirement it cannot also be used to satisfy course requirements in the minor field of study.

A student may select a minor in consultation with his or her advisor. The student may then consult an advisor in the minor field who can inform the student of remaining requirements for the minor. When the student has met the requirements for the minor, the advisor in the minor field will then certify that fact to the student's dean. The completed minor will be recorded on the student's permanent transcript, but not on the diploma. For students completing a minor after graduation, the statement shall appear on the transcript in chronological order following the courses taken subsequent to graduation. A student must be enrolled at the time a minor is approved by the Board of Regents, or subsequent to that date, to receive credit for the minor. A student may have more than one minor.

UNIVERSITY OF MAINE

<http://umaine.edu/upcc/terminology/>

Minors are sets of courses designed to provide a student with substantial knowledge of a subject area outside of their major course of study. A minor is available to any degree-matriculated student as long as the program of study for the minor does not significantly overlap with the student's major course of study. The unit or units involved will determine how much overlap is appropriate at the time of declaration. Normally no more than one third of the requirements for the minor can overlap with the major requirements, there is no penalty.

Minors are normally awarded at the same time a degree is conferred. Students who complete their baccalaureate but not their minor(s) requirements by graduation will be allowed to return to the university to complete the minor as long as the following criteria are met:

1. The student has declared the minor by the time of graduation; and
2. The student completes the requirements within a two-year period of the awarding of the accompanying baccalaureate degree

UNIVERSITY OF MARYLAND

<http://www.umd.edu/catalog/index.cfm/show/content.section/c/27/ss/1585/s/1505>

Minors afford students the opportunity to pursue a limited but structured concentration in a coherent field of study outside their major. The minor may be a truncated version of a major or a distinctive intellectual subset of a discipline. Minors are not offered in every field of study. Students should inquire with departments for current availability of minors or see individual listings on this site.

The structures of minors vary in detail, but, with rare exceptions, they all require no fewer than 15 and no more than 24 credits with at least 9 credits in upper division courses (300-level or above). No more than six credits (or two courses) may be applied to satisfy both the requirements of a minor and a major program. No course may be used to satisfy the requirements of more than one minor. All courses taken for a minor must be completed with a minimum grade of "C-". A minimum C (2.00) cumulative grade point average across all courses used to satisfy the minor is also required.

To ensure appropriate academic advising, students who wish to pursue a minor should inform both the college responsible for their major and the unit offering the minor as early as possible, but in no case later than one full academic year before the expected date of graduation. When a student has completed all requirements for the minor, the unit offering the minor shall notify the student's college, which verifies that the student has met all requirements and officially notifies the Registrar's Office. The completion of a minor is posted on the student's official transcript only when the student completes all requirements for the bachelor's degree.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

<http://uncg.smartcatalogiq.com/en/2014-2015/Undergraduate-Bulletin/University-Requirements/Definitions-of-Academic-Program-Terminology/Minors>

A minor is a formalized curricular sequence taken by a student outside his or her major area of study. Programs that can be taken as minors are described following descriptions of the major and second major. A minimum of 15 hours in a department is required to complete an area of study as a minor. Several areas of study can be taken only as minors. See individual programs for details.

<http://uncg.smartcatalogiq.com/en/2014-2015/Undergraduate-Bulletin/Academic-Regulations-Policies/Steps-to-Graduation/Residence-Requirements>

All students must complete at least 31 semester hours in residence at UNCG for the degree, 12 of which must be in the major field and 9 of which must be in the minor if a minor is sought. After enrollment, Extension credit and Correspondence courses offered by UNCG are considered residence credit; however, credit earned by special examination is not considered residence credit.

UNIVERSITY OF NORTH TEXAS

<http://catalog.unt.edu/content.php?catoid=3&navoid=98#Minor>

A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

UNIVERSITY OF OREGON

<http://uocatalog.uoregon.edu/bachelorrequirements/>

Unless specified by a particular department, a minor is not required for a bachelor's degree. Students choosing to complete a minor must earn a minimum of 24 credits, including 12 in upper-division work. Minor requirements, including residency, are listed under department headings. A minor may be awarded only at the time a bachelor's degree is conferred.

UNIVERSITY OF SOUTHERN MISSISSIPPI

http://catalog.usm.edu/content.php?catoid=9&navoid=514#Minor_Field_Requirements

In addition to the major, the student may (or, if required by his or her major program, must) also choose a minor field of specialization. The minimum hours required for a minor are 18 semester hours in which the student must maintain the minimum university GPA for minor courses. The specific requirements for each discipline's minor are indicated in the appropriate description in this *Bulletin*. Since advisement for the minor is conducted by the minor discipline, the student should consult with the faculty of the minor discipline.

UNIVERSITY OF TEXAS AT ARLINGTON

http://web.uta.edu/catalog/content/general/degree_program_requirements.aspx

A minor requires at least 18 semester hours in a given program, including six hours of advanced work. Specific course sequences for a minor are determined by the program offering the minor. Since some undergraduate degree programs do not offer minors, students should consult an advisor in their program of study.

In a case where the student wishes to pursue a minor comprised of courses within the same college as that which offers his/her major program of study, the student and his/her advisor will propose a program of study/list courses for approval by the dean of the college.

In a case where the student wishes to pursue a minor which includes one or more courses offered by a different college from that which offers his/her major program of study, the student and his/her advisor will propose a program of study/list of courses for approval by both (a) the dean of the college which offers his/her major, and (b) the dean of the college which offers the minor courses.

In either case, the approved minor program of study will be forwarded to the Office of Admissions, Records and Registration for verification and notation on the student's transcript.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

UNIVERSITY OF TOLEDO

<http://www.utoledo.edu/catalog/2015catalog/undergraduate/docs/2014-2015%20College%20of%20Communication%20and%20the%20Arts%20UndergraduateCatalogFINAL.pdf>

Many College of Communication and the Arts departments offer minors, and there are interdisciplinary minors in the College as well. Departmental requirements for particular minors are given in later sections of the catalog under Programs of Study. Students wishing to pursue minors should consult with their primary program Advisers and then with an Adviser in the Tri-College Student Services office. Not all minors can be added to all degree programs. Courses selected for the minor must be chosen from courses acceptable for credit toward a major in that department. In meeting requirements for some majors, work in the minor may be accepted as fulfilling the 18 hours of related courses, but only with the approval of the student's major Adviser. Students completing a minor cannot use courses from their minor to satisfy requirements in the major. No more than six hours of courses taken for minor credit may be applied to the total College of Communication and the Arts distributive requirements. A minimum GPA of 2.0 is required in the minor. Students must complete a minimum of 18 hours for a minor; at least nine of those hours must be completed at The University of Toledo.

<http://www.utoledo.edu/catalog/2015catalog/undergraduate/docs/LLSS%20Undergraduate%20Catalog%202014-2015%20updated%20sept%20FINAL.pdf>

Many College of Languages, Literature, and Social Sciences departments offer minors. Departmental requirements for particular minors are given in later sections of the catalog under Programs of Study. Students wishing to pursue minors should consult with their primary program Advisers and then with an Adviser in the Languages, Literature, and Social Sciences college office. Not all minors can be added to all degree programs. Courses selected for the minor must be chosen from courses acceptable for credit toward a major in that department. In meeting requirements for some majors, work in the minor may be accepted as fulfilling the 18 hours of related courses, but only with the approval of the student's major Adviser. Students completing a minor cannot use courses from their minor to satisfy requirements in the major. No more than six hours of courses taken for minor credit may be applied to the total College of Languages, Literature, and Social Sciences distributive requirements. A minimum GPA of 2.0 is required in the minor. Credit hours required for minor vary from 18 to 22 hours, depending on the minor.

At least nine of those hours must be completed at The University of Toledo.

UNIVERSITY OF WASHINGTON

<http://www.washington.edu/uua/advising/majors-and-minors/list-of-undergraduate-minors/>

Minors offer you a way to explore a department or interdisciplinary theme with less commitment of time than a major. Where a major requires at least 50 credits, most minors require only 25 to 35 credits.

Because the courses in your minor can also count toward general education requirements, if you plan carefully you may be able to complete one or two minors within the 180 credits required for your degree.

Minors are optional. You may earn up to three minors as part of each degree completed.

Postbaccalaureate students (students who have already earned a bachelor's degree) may not be awarded a minor.

Requirements to declare a minor:

- Any undergraduate student with at least sophomore standing (45 credits completed) who is declared in a major may declare a minor. An *exception* to the rule that you must have 45 credits and a major in order to declare a minor is Marine Biology; you may declare a minor in Marine Biology at any time.
- There are no departmental admission requirements for minors at UW-Seattle.
- Only the adviser in your major department can sign off to declare a minor; this is to ensure you meet university satisfactory progress requirements.
- You are strongly encouraged to meet with the minor adviser to discuss the subject matter of the minor and your plans for completing of the minor.

Credits required to earn a minor:

- Most minors require 25-35 credits. In some cases, background requirements will increase this total.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

- Most minors require a minimum of 50% or 15 credits (whichever is greater) must be completed in residence at the UW campus granting the minor.

Grades:

- Most minors require a minimum 2.00 GPA for the courses taken to complete a minor.
- Some minors may require a minimum grade in each course taken for the minor. In such cases, the course-grade minimum is specified as part of the minor requirements, as listed in the General Catalog.
- If a course-grade minimum and GPA minimum is not specified, any passing numerical grade and minor gpa is acceptable.
- Courses taken S/NS may not be counted toward a minor.

Majors and minors:

- You may not complete a major and a minor in the same program at the same time.
- Once you complete a major, you may not ever earn a minor in that program.
- Any undergraduate may declare any minor at UW-Seattle; there are no departmental admission requirements for minors at UW-Seattle. Declaring a minor, however, is not a backdoor route toward entering a major. If a department has admission requirements for the major, you must apply and meet those requirements even if you have already declared a minor in that field.
- You may have a major in one college and a minor in another. You will complete the general education requirements of the college of your major; you are not required to meet the general education requirements of the college of your minor.
- You may have a major in the Evening Degree Program and a minor in the UW-Seattle day program, or vice versa. However, since there are limitations for Evening Degree Program students on taking day classes, students in this program should consult with their adviser on possible minor options.
- You may combine a major on one UW campus (Seattle, Bothell, Tacoma) with a minor from another campus. Cross-campus minors are declared via the Change of Major/Minor form, submitted to your home campus (not the campus offering the minor). You must be careful, however, to meet UW's residence requirement: at least 45 of the final 60 credits must be completed at the campus granting the degree. For more information see [Cross-Campus Registration](#).

Overlaps allowed:

- Although you cannot major and minor in the same program at the same time, some majors and minors include courses from more than one department. In such cases you may overlap, but the amount of overlap might be restricted. For example, some Religion courses may count toward the Comparative History of Ideas minor. If you minor in Comparative History of Ideas and major in Comparative Religion, you may count these courses toward both your minor and your major with no restriction. However, the Diversity minor restricts overlap with your major to 10 credits. Be sure to check the minor requirements to determine how much overlap with your major is allowed.
- Courses in your minor may also count, as appropriate, toward foreign language, Q/SR, writing, and Areas of Knowledge requirements, without restriction.

Postbaccalaureate students

- Postbaccalaureate students (students who have already earned a bachelor's degree) may not be awarded a minor.

Advising:

- General questions about minors can be answered by your major department adviser or by a premajor adviser, but you are strongly encouraged to meet with a minor adviser to talk about the subject matter of the minor and your plans for completing the minor.

Applying to graduate:

- Your degree application must list any minors you plan to complete. Your major adviser will run a DARS audit for your minor and include it with your graduation application.

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

- Once you have declared a minor and have included it on your degree application, you must complete that minor or drop it officially, or you will not graduate. This protects you from being graduated when your actual intent is to continue on in order to complete the minor.
- If you want to add a minor after your graduation application has been submitted, see your adviser, who will update your application and notify the Graduation and Academic Records Office. You may not add a minor after the graduation application deadline — the third Friday of the quarter in which you plan to graduate — unless at the same time you postpone your graduation date to a later quarter.

Certifying completion of a minor:

- Minors will be posted on your transcript.
- A minor must be awarded at the same time a bachelor's degree is awarded.

WEST CHESTER UNIVERSITY OF PENNSYLVANIA

<http://www.wcupa.edu/information/official.documents/undergrad.catalog/acpolpro.htm#minors>

Students who have enough flexibility in their major curriculum to fulfill the requirements of a minor must fill out and submit a minor selection application to the Office of the Registrar. To enroll in a minor field of study, students must have the permission of both their major and their proposed minor departments. Admission to the minor does not guarantee admission to the major. Students must complete 18 to 30 hours of courses selected in consultation with the minor program adviser. At least 50 percent of minor course work must be taken at West Chester. Also, beginning with students entering in the fall 1993 semester, students must earn a minimum GPA of 2.00 in the set of courses taken for a minor in order to receive transcript recognition of that minor. Certain minor programs may require a higher minimum GPA. Students should consult with the minor program adviser.

WEST VIRGINIA UNIVERSITY

<http://catalog.wvu.edu/undergraduate/minors/>

Requirements for a minor are set by the academic unit offering the minor and must include at least fifteen hours of course work, with a minimum of nine hours at the upper division level (course numbers 300 or above). Units offering a minor may require specific courses and/or may require a minimum performance standard for courses taken to fulfill minor requirements (e.g., "a GPA of 2.0 across courses counted toward the minor is required" or "a grade of 'C' or higher must be earned in all courses counted toward the minor"). Courses in the minor may not be taken pass/fail.

Students may not earn a minor in the same field as their major. Students completing the MDS degree may not earn a minor in the same field as any of their MDS concentration areas. Courses required for completion of the student's major may be applied to completion of a minor so long as that minor is not in the same field (i.e., offered by the same academic unit) as the major. Courses required for completion of one minor may be applied to completion of a second minor should such requirements overlap.

Students majoring in World Languages may complete a foreign language minor that is not in the same area of emphasis as their major.

The establishment of academic minors does not change the College of Arts and Sciences policy that no more than forty-two hours in one department subject and no more than sixty hours from a department with more than one subject may be counted toward the minimum hours required for graduation.

Note: Minors are only awarded at the time of the conferral of a baccalaureate degree.

WESTERN MICHIGAN UNIVERSITY

<http://catalog.wmich.edu/content.php?catoid=9&navoid=400>

The student must complete a major with a minimum of 24 hours and, if required by the curriculum, a minor with a minimum of 15 hours. Specific departmental major and minor requirements may exceed these minimums; please refer to the departmental sections in this catalog that identify the specific major or minor requirements. Students interested in the elementary and secondary education curricula should refer to both the departmental sections and to the College of Education section that list the major and minor requirements for elementary and secondary teaching curricula. **Courses elected to satisfy**

REQUIREMENTS FOR MINOR PROGRAMS AT OTHER UNIVERSITIES

requirements in one major and/or minor may not be counted again to satisfy requirements in another major and/or minor. Some students may be excused from the requirement of declaring a regular major and/or minor field if they satisfy the requirements of their curriculum as set forth in the catalog, or that curriculum as modified by substitutions approved through normal channels.

Major and Minor Requirements

A **major** is a sequence of related courses totaling a *minimum* of twenty-four hours. A **minor** is a sequence of related courses totaling a **minimum** of fifteen hours. However, since not all majors and minors require the same number of hours, students should consult the departmental advisor to be assured of the requirements.

1. The student's major and minor will be the subject specialization, such as mathematics or accounting.
2. Departmental requirements for a number of majors and minors are listed elsewhere in this catalog. Where requirements are not specified, students should consult the departmental advisors for approval of a major or minor program as soon as possible but not later than the student's reaching junior status.
3. Most candidates for a degree must complete a major and a minor. There are some exceptions, which the student's advisor will explain.
4. In certain cases "group" majors and "group" minors are permitted. The student's academic advisor can explain the circumstances.
5. Under certain conditions General Education courses may be counted toward major and minor requirements. (See departmental requirements.)
6. The following courses are not to be counted as satisfying major and minor requirements:
 - a. Required professional courses in education.
 - b. Required courses in general physical education.
7. A combination of foreign language courses, or of English or American Literature courses with a foreign language, is not a permissible method of constructing a major or minor.
8. Mathematics courses may not be counted towards a science (physics, geography, or chemistry) major or minor sequence, but may be required to satisfy curricula requirements.
9. Courses elected to satisfy requirements in one major and/or minor may not be counted again to satisfy requirements in another major and/or minor.
10. Only approved majors and minors listed in the catalog can be placed on a student record.

YOUNGSTOWN STATE UNIVERSITY

<http://www.ysu.edu/ebulletin/general-information/graduation-requirements>

A minor is an intellectual venture that broadens and deepens the student's intellectual growth. An intellectual framework and coherence are evident in the scope and sequence of the minor course of study. A minor is intended to contrast with or deepen the major or General Education and is to be taken in a discipline other than that of the major. In approved interdisciplinary minors, courses from the student's major discipline can be counted in the minor provided that the same courses are not counted toward the major. Each student must complete a minor, unless the student has a combined major or is enrolled in a professional or technical curriculum that does not require a delineated minor. Check with an academic advisor for specific information.

A minor consists of at least 18 hours of an approved set of courses. All grades in the minor must be "C" or better. Courses taken under the Credit/No Credit option may not be counted toward the minor. Upper-division courses must comprise at least 1/3 of the credit hours in the minor. An individualized minor may be developed and approved through the Individualized Curriculum Process (ICP). Transfer students may also use the ICP process for approval of a minor course of study. An official minor is designated on the student's transcript at the time the degree is awarded.

Each department develops the specific pattern or sequence of courses for any minor(s) it offers. However, the department in which the student receives the major is responsible for certifying that a student has completed a minor. Certification will be guided by the description of minors published in the *Undergraduate Bulletin*. For a list of minors and their requirements see [Minors offered by College](#).

KENT STATE UNDERGRADUATE MINORS

College	Dept	Minor Name	Min. Hours	Upper-Division Hours
AE	ARCH	Architectural History	21	12
AE	ARCH	Architectural Studies	19	12
AE	ARCH	Historic Preservation	21	12
AS	ANTH	Anthropology	21	9
AS	AS	Economics	18	12
AS	BSCI	Biological Sciences	22	6
AS	CACM	Applied Conflict Management	21	12
AS	CCIP	Ancient, Medieval and Renaissance Studies	21	15
AS	CCIP	History and Philosophy of Science	18	12
AS	CCIP	Jewish Studies	18	6
AS	CCIP	Latin American Studies	18	6
AS	CCIP	Lesbian, Gay, Bisexual and Transgender Studies	21	9
AS	CCIP	Paralegal Studies	30	15
AS	CCIP	Religion Studies	18	6
AS	CCIP	Studies in Globalization, Identity and Space	21	9
AS	CCIP	Women's Studies	21	13
AS	CCIP	World Literature and Cultures	18	12
AS	CHEM	Chemistry	25	7
AS	CS	Computer Science	20	9
AS	ENG	English	21	9
AS	ENG	Writing	23	14
AS	GEOG	Climatology	25	12
AS	GEOG	Geographic Information Science	23	13
AS	GEOG	Geography	24	9
AS	GEOG	Urban Studies and Planning	18	15
AS	GEOL	Geology	21	6
AS	HIST	History	24	12
AS	MATH	Applied Mathematics	24	6
AS	MATH	Mathematics	26	6
AS	MCLS	American Sign Language	21	21
AS	MCLS	Arabic	22	22
AS	MCLS	Business French	23	23
AS	MCLS	Business German	21	21
AS	MCLS	Business Russian	21	21
AS	MCLS	Business Spanish	21	21
AS	MCLS	Chinese	26	26
AS	MCLS	Classics	18	7
AS	MCLS	French	23	23
AS	MCLS	German	18	18
AS	MCLS	German Studies	18	18
AS	MCLS	Greek	18	6
AS	MCLS	Italian	18	18
AS	MCLS	Italian Studies	18	9
AS	MCLS	Japanese	26	26
AS	MCLS	Latin	18	6
AS	MCLS	Russian	18	18
AS	MCLS	Russian Studies	21	21
AS	MCLS	Spanish	21	21
AS	PAS	African Studies	18	6
AS	PAS	Pan-African Studies	21	12

KENT STATE UNDERGRADUATE MINORS

College	Dept	Minor Name	Min. Hours	Upper-Division Hours
AS	PHIL	Health Care Ethics	24	12
AS	PHIL	Philosophy	21	9
AS	PHY	Physics	22	11
AS	POL	Political Science	21	12
AS	POL	Pre-Law	21	12
AS	PSYS	Psychology	21	12
AS	SOC	Criminology and Justice Studies	24	15
AS	SOC	Sociology	21	12
AT	AEST	Aircraft Dispatch	25	11
AT	AEST	Aviation Management	15	15
AT	AEST	Aviation Weather	24	15
AT	AEST	Computer Engineering Technology	24	18
AT	AEST	Construction Management	18	12
AT	AEST	Electronic Technology	19	14
AT	AEST	Flight Technology	24	11
AT	AEST	Innovation	19	15
AT	AEST	Liquid Crystal and Display Engineering	23	12
AT	AEST	Safety, Quality and Lean in Manufacturing	18	15
AT	AEST	Sustainability	19	10
AT	AEST	Technology	24	3
AT	AEST	Unmanned Aircraft Systems	16	13
BU	ACCT	Accounting	21	12
BU	BUSN	Business	21	3
BU	BUSN	International Business for Business Majors	12	6
BU	BUSN	International Business for Non-Business Majors	24	9
BU	BUSN	Joint Military Studies	18	6
BU	ECON	Economics	18	12
BU	FIN	Finance	24	15
BU	MEKN	Entrepreneurship for Business Majors	19	6
BU	MEKN	Entrepreneurship for Non-Business Majors	19	9
BU	MEKN	Marketing	18	9
BU	MIS	Computer Information Systems	18	9
BU	MIS	Healthcare Systems Management for Business Majors	18	15
BU	MIS	Healthcare Systems Management for Non-Business Majors	18	12
BU	MIS	Human Resources Management	18	15
BU	MIS	Management for Business Majors	18	15
BU	MIS	Management for Non-Business Majors	18	6
CA	ART	Accessories	21	12
CA	ART	Art History	21	12
CA	ART	Crafts	21	0
CA	ART	Fine Art	21	0
CA	ART	Textiles	21	15
CA	FDM	Fashion Media (for FM majors)	24	9
CA	MUS	Audio Recording	23	6
CA	MUS	Jazz Studies	21	21
CA	MUS	Music	21	6
CA	MUS	Music Technology	23	5
CA	MUS	World Music	24	12
CA	THDN	Costume Design and Technology	20	9
CA	THDN	Dance	20	9

KENT STATE UNDERGRADUATE MINORS

College	Dept	Minor Name	Min. Hours	Upper-Division Hours
CA	THDN	Dance Accompaniment	18	10
CA	THDN	Lighting Design and Technology	20	9
CA	THDN	Scene Design	20	9
CA	THDN	Scenic Technology	20	9
CA	THDN	Theatre and Social Change	20	15
CA	THDN	Theatre Management	20	9
CA	THDN	Theatre Performance	20	9
CA	THDN	Theatre Sound	20	9
CI	COMM	Communication Studies	18	12
CI	COMM	Global Communication	21	15
CI	COMM	Health Communication	18	9
CI	COMM	Interpersonal Communication	18	9
CI	COMM	Organizational Communication	18	9
CI	COMM	Public Communication	18	9
CI	JMC	Advertising	21	12
CI	JMC	Digital Media Production	21	12
CI	JMC	Fashion Media (for JMC majors)	24	15
CI	JMC	Media Literacy	21	9
CI	JMC	Photojournalism	22	9
CI	JMC	Public Relations	18	9
CI	JMC	Visual Journalism	22	12
CI	VCD	Design	21	9
CI	VCD	Information Design	18	12
CI	VCD	Photo Illustration	18	6
DS	DSCI	Digital Sciences	18	9
EH	EDUC	Education	42	24
EH	FLA	Event Planning	23	10
EH	FLA	Hospitality Management	24	15
EH	FLA	Park Management	18	9
EH	FLA	Recreation Management	19	7
EH	FLA	Sport Administration	21	18
EH	FLA	Tourism Management	18	12
EH	HS	Community Health Education	26	14
EH	HS	Human Sexuality	21	12
EH	HS	Sports Medicine	32	17
EH	LDES	Gerontology	21	15
EH	LDES	Human Development and Family Studies	18	9
EH	LDES	Nonprofit Studies	18	9
EH	TLC	Athletic Coaching	25	22
PH	PH	Public Health	21	12
RE	RE	Computer Design, Animation and Game Design	24	9
RE	RE	Computer Forensics and Security	18	9
RE	RE	Help Desk Support	19	9
RE	RE	Software Development	19	9

TOP 25 ENROLLED MINORS (BASED ON AVERAGES)

MINOR	2010F	2011F	2012F	2013F	2014F	NOTES
1. Marketing	218	226	325	397	447	
2. Psychology	190	197	280	302	302	
3. Business	82	91	150	225	253	
4. Education	181	180	168	124	121	
5. Photo Illustration	95	115	119	107	113	
6. Writing	91	73	97	105	110	
7. Sociology	75	68	80	106	103	
8. International Business	36	65	102	125	103	Split into two (biz/non-biz) fall 2013
9. Fine Art	72	92	101	90	74	Formerly Studio Art pre-fall 2010
10. Pre-Law	62	75	74	82	93	
11. Management	66	44	57	88	121	Split into two (biz/non-biz) fall 2011
12. Political Science	61	61	85	61	44	
13. Criminology and Justice Studies	49	46	59	64	77	Formerly Justice Studies pre fall 2011
14. Entrepreneurship	11	36	59	73	82	Split into two (biz/non-biz) fall 2011
15. Chemistry	19	41	71	55	71	
16. Finance	26	41	49	70	63	
17. Spanish	40	45	56	55	53	
18. History	39	55	51	50	41	
19. Athletic Coaching	45	50	31	39	61	
20. Human Development and Family Studies	n/a	n/a	3	49	80	Established fall 2012
21. Fashion Media	n/a	n/a	4	43	85	Established fall 2012
22. Human Resource Management	29	42	46	44	53	
23. Design	50	48	38	35	39	
24. American Sign Language	8	34	66	61	40	
25. Public Relations	27	37	49	52	43	

TOP 25 AWARDED MINORS (BASED ON AVERAGES)

MINOR	2010	2011	2012	2013	2014	NOTES
1. Marketing	168	215	203	226	215	
2. Psychology	84	75	82	122	114	
3. Business	63	66	46	62	83	
4. Management	116	42	38	28	32	Split into two (biz/non-biz) fall 2011
5. Education	47	47	46	51	36	
6. Sociology	42	38	31	32	42	
7. International Business	18	17	27	50	57	Split into two (biz/non-biz) fall 2013
8. Writing	35	32	25	29	37	
9. Photo Illustration	20	21	35	41	35	
10. Political Science	30	30	23	35	25	
11. History	32	16	18	27	24	
12. Fine Art	17	19	21	27	30	Formerly Studio Art pre-fall 2010
13. Pre-Law	20	10	29	17	15	
14. Criminology and Justice Studies	19	19	17	17	15	Formerly Justice Studies pre fall 2011
15. Chemistry	9	10	14	23	29	
16. Human Resource Management	10	16	20	17	15	
17. Nonprofit Studies	17	24	19	6	11	Formerly certificate pre fall 2012
18. Entrepreneurship	7	5	18	13	27	Split into two (biz/non-biz) fall 2011
19. Computer Information Systems	6	11	27	8	9	
20. Economics	8	11	16	9	15	
21. Finance	7	14	10	15	13	
22. Art History	13	15	11	10	8	
23. Athletic Coaching (tied with 22)	9	14	15	12	7	
24. Communication Studies (tied with 22)	17	6	9	9	16	
25. Organizational Communication	n/a	n/a	n/a	7	15	Established fall 2011

TOP 25 ENROLLED MINOR / MAJOR PAIRINGS (BASED ON AVERAGES)

MINOR	MAJOR	2010F	2011F	2012F	2013F	2014F
1. Marketing	Fashion Merchandising	57	56	111	180	223
2. Psychology	Nursing	50	51	72	82	84
3. Photo Illustration	Visual Communication Design	56	73	72	66	59
4. Education	Music Education	64	75	67	54	45
5. Writing	English	52	47	52	56	50
6. Marketing	Business Management	59	53	54	36	43
7. Education	Art Education	56	47	46	31	33
8. Business	Sports Administration	10	14	33	58	60
9. Fashion Media	Fashion Merchandising	n/a	n/a	2	29	65
10. Sociology	Psychology	26	28	27	46	33
11. Marketing	Advertising	32	33	26	28	28
12. Criminology and Justice Studies	Psychology	23	24	24	35	40
13. Psychology	Criminology and Justice Studies	19	20	33	24	33
14. Psychology	Speech Pathology and Audiology	16	15	27	34	32
15. Athletic Coaching	Physical Education	21	23	19	22	31
16. Finance	Accounting	9	18	26	34	26
17. Fine Art	Art Education	20	34	33	19	6
18. Chemistry	Biology	6	18	33	23	28
19. Business	Integrated Health Studies	7	11	24	36	26
20. Human Development and Family Studies	Psychology	n/a	n/a	1	15	35
21. Interpersonal Communication	Communication Studies	n/a	n/a	3	22	33
22. Pre-Law	Criminology and Justice Studies	9	13	22	26	23
23. Advertising	Visual Communication Design	21	21	17	18	14
24. Event Planning	Hospitality Management	n/a	n/a	n/a	11	25
25. International Business	Finance	3	13	22	35	15

TOP 25 AWARDED MINOR / MAJOR PAIRINGS (BASED ON AVERAGES)

MINOR	MAJOR	2010	2011	2012	2013	2014
1. Marketing	Fashion Merchandising	65	84	79	94	101
2. Marketing	Business Management	37	63	38	39	25
3. Photo Illustration	Visual Communication Design	18	15	25	31	30
4. Writing	English	25	23	14	23	31
5. Marketing	Advertising	24	25	23	20	19
6. Business	Sports Administration	16	19	12	21	27
7. Education	Art Education	22	26	15	19	10
8. Education	Music Education	15	10	18	17	17
9. Sociology	Psychology	14	13	10	13	21
10. International Business	Finance	3	4	8	23	31
11. Psychology	Speech Pathology and Audiology	7	10	8	21	16
12. Business	Integrated Health Studies	10	8	9	12	22
13. Marketing	Interior Design	15	9	9	14	9
14. Organizational Communication	Communication Studies	n/a	n/a	n/a	7	14
15. Human Resource Management	Business Management	9	11	14	11	7
16. Management	Accounting	27	9	10	1	2
17. Athletic Coaching	Physical Education	10	11	10	9	5
18. Management (tied with 17)	Marketing	27	12	5	0	1
19. Chemistry	Biology	5	1	8	11	14
20. Psychology	Integrative Studies	14	2	8	9	6
21. Criminology and Justice Studies	Psychology	6	8	11	6	5
22. History (tied with 21)	Integrated Social Studies	16	4	7	8	1
23. Public Communication	Communication Studies	n/a	n/a	n/a	1	11
24. Marketing	Public Relations	3	2	8	11	4
25. Pre-Law	Political Science	10	3	7	3	3