



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. II – CURRICULUM: UNDERGRADUATES 1.0

ESTABLISHING MINOR FIELDS OF UNDERGRADUATE STUDY POLICY

1. GENERAL

The following policies and procedures have been developed by the Faculty Senate Academic Minor Task Force to assist academic units in developing a minor field of study.

2. OBJECTIVE

The objective for instituting policies and procedures for establishing minor fields of study at North Carolina A&T State University is to encourage and officially acknowledge the attainment by a student of a standard measure of expertise and knowledge in more than one academic field.

3. POLICIES

- a. The option to create a minor and the formulation of requirements for a minor are curriculum decisions; therefore, they should originate from the faculty of the academic unit offering the minor.
- b. A minor may be offered only in a field for which there exists a corresponding major or authorized undergraduate certificate program. Exceptions may be made if: (1) the proposed minor is in a recognized academic field or discipline; and (2) the University has in place sufficient courses, faculty, and facilities for the offering of the minor.
- c. The establishment of a minor must follow the present procedures for establishing a major field of study, including approval by the curriculum committee of the appropriate department, school or college and the Faculty Senate Curriculum Committee.
- d. The availability and requirements of a minor shall appear in the *Undergraduate Bulletin*. Requirements for the minor must include: (1) the total number of hours

required, along with a list of any courses that are mandated or excluded; (2) residency requirements (if any) for the minor courses; and (3) grade requirements for minor courses if those requirements differ from the general University standard for credit (a C as the minimum passing grade).

- e. An academic minor shall consist of at least 18 credits in an area apart from the major concentration of the student's baccalaureate degree program. An average GPA of 2.0 or higher must be achieved for the courses within the minor. A department may require a cumulative grade point average higher than 2.0 for the minor courses.
- f. A minimum of 12 of the 18 minor credits must be in courses at the 200- level or above. At least one-half (1/2) of the minor credits must be taken at North Carolina A&T State University.
- g. A student must complete at least 24 hours of academic credits before declaring a minor and must have a minimum GPA of 2.0. A student who is working on a bachelor's degree has the option to enroll in a program leading to a minor (or minors) provided: (1) the minor field is different from the major field; (2) the student meets the requirements for acceptance into the minor program; and (3) the appropriate application for admission or the "Change of Major/Minor" form is approved and filed at the Office of the Registrar.
- h. A student may have no more than two minors regardless of the student's major degree program. Multiple minors must be in different fields of study. Minors, though optional, are only awarded upon the completion of degree requirements.
- i. A student should select a minor in consultation with his or her academic advisor in the major field of study prior to consultation with an advisor in the minor field of study. The academic advisor in the minor field of study will provide the academic advisor in the major field of study with the approved program of study for the minor so that completion of the minor can be easily certified for graduation. If a student plans to pursue the completion of a minor, he/she will be encouraged to declare his/her minor by early in the junior year.
- j. The minor is open to any student regardless of his/her major. Any undergraduate student has the option to declare a minor in an academic area offered through the colleges and schools. To declare a minor, a student must have the approval of the department chairperson and dean of the minor field of study as well as the department chair and dean of the major field of study. The declaration or change of a minor must be completed in the Office of the Registrar.
- k. The minor will be recorded on the student's official transcript at the time of graduation but not on the diploma.
- l. For a student to receive credit for a minor, the minor program must have been approved before the student graduates.

m. A minor is not mandatory.

4. PROCEDURES

- a. The procedure to establish a minor must follow the approved procedures for establishing a major field of study, including approval by the curriculum committee of the appropriate department, school or college and the Faculty Senate Curriculum Committee.
- b. The Faculty Senate will notify the Provost of all approved minors.
- c. The Provost will notify the Registrar of all approved minors to be added to list of approved minors.
- d. A student seeking to earn a minor must get verbal approval from his/her academic advisor before contacting the minor department to determine the requirements for the minor.
- e. The academic advisor in the minor field of study will provide the academic advisor in the major field of study with the approved program of study for the minor so that completion of the minor can be easily certified for graduation.
- f. Upon completion of the minimum requirements for the minor, the advisor in the minor field of study shall recommend validation to the chairperson of the department in the student's major field of study.
- g. The student's chairperson in the major field of study has responsibility for informing the Registrar's Office of the completion of the minor program of study.
- h. The Registrar will make the appropriate entry on the student's record to indicate completion the minor.

Approved by the Board of Trustees

Provost and Vice Chancellor for Academic Affairs

Date Original or Revision is Effective:

First approved:

Revised: