

# Development of a Minor in a Baccalaureate Degree Program

	<p>Policy identification number: <b>To come...</b></p> <p>File: Academic Policies &gt; Curriculum Polices</p> <p><b>Development of a Minor in a Baccalaureate Degree Program</b></p> <p>Policy summary</p> <p><b>This policy provides a framework for the specification of the courses of instruction in a minor.</b></p>
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<p>Policy Owner</p> <p><b>Provost and Vice President for Academic Affairs</b></p>	<p>Approval Date</p> <p>February 2, 2015.</p>	<p>Effective Date</p> <p><b>2016-17 <i>Catalog of Courses</i></b></p>
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<p>Search Terms</p> <p><b>pvpaa, d, development, curriculum, minor</b></p>	<p>Scheduled for Review</p> <p><b>Spring 2020</b></p>
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## Policy Statement

1. A minor provides a limited survey of an academic, professional, or technical discipline or an interdisciplinary area for students seeking additional specialization outside of their major field(s).
2. A minor is distinct from:
  1. An undergraduate certificate because only students pursuing a major are eligible to pursue a minor.
  2. A concentration in a major because a minor provides a limited survey of a discipline while a concentration organizes courses related to a disciplinary subfield.
3. The title of a minor:
  1. Can be the same as the title for a major.
  2. Cannot be the same as the title of an undergraduate certificate.
  3. Cannot be the same as the title of a concentration in a major.
4. The courses of instruction in a minor must be organized and labeled in the *Catalog of Courses* as follows:

1. Auxiliary courses are those courses of instruction required by a minor that are offered under the auspices of another discipline or interdisciplinary area.
  1. Comp 150
  2. Math 105 or Math 113
  3. All courses prerequisite to a course specified as an auxiliary course must be listed as auxiliary courses, excepting:
2. Prerequisite courses (if applicable)
  1. All courses prerequisite to the core and elective courses of instruction must be listed as prerequisite courses, excepting:
    1. Comp 150
    2. Math 105 or Math 113
  3. Core courses
    1. All core courses must be offered under the auspices of the discipline or interdisciplinary area represented by the title of the minor.
  4. Minor electives
  5. Auxiliary courses (if applicable)
5. If the proposed minor is not analogous to that offered by any comparable institutions, a minimum of 5 and a maximum of 8 courses, or a minimum of 15 or maximum of 24 credits of instruction, may be specified for a minor, inclusive of prerequisite courses, core courses, minor elective courses, auxiliary requirements, and prerequisites to any auxiliary requirements.
  1. Courses that fulfill core or auxiliary requirements as well as general education requirements will count toward the minimum of 5 and a maximum of 8 courses, or a minimum of 15 or maximum of 24 credits rule.
6. At least half of the total courses/credits within a minor must be at the 300- to 400-level.
7. Any exceptions to policy statement 1-6 must be authorized by the Provost.
8. Minors will be denoted on student records as follows:
  1. The minor will be denoted on the transcript.
  2. The minor will not be denoted on the diploma.

## **Reason for Policy**

This policy creates establishes a framework for the specification of the courses of instruction in a minor in distinction to an undergraduate certificate or a concentration in a major and in alignment with Fort Lewis College Policy 4-1 Honest Credit Counting Protocols.

## **Responsibilities**

**For following policy:** Faculty and academic administration

**For enforcement of policy:** Provost

**For oversight of policy:** Provost

**For notification:** Policy Librarian

**For procedures:** Faculty Senate, Provost, Registrar

## **Cross-Referenced Policies**

Development of a Major in a Baccalaureate Degree Program

Development of an Undergraduate Certificate Program (under development)