

Motion re a University Policy on Minors

Effective Fall 2010

Motion:

No unit may prohibit a student from pursuing any minor available at Georgia State.

Units may require their majors to have a minor and may, if they wish, specify the minor students must have.

Every unit is free to develop a minor (subject to the usual curriculum change rules). Minors must be consistent with the Board of Regents' policy on minors.

Students may have no more than two minors per degree. Double majors may have no more than two minors. Dual degree students may have no more than two minors for each degree (for a total of four).

Successfully completed minors will be noted on the official transcript.

Rationale:

As a major research university, Georgia State offers students the opportunity to work across disciplinary boundaries. However, GSU has no policy on minors and this lack has led to confusion and kept many students from fully realizing this opportunity. Most research universities (including UGA and Tech) have a policy on minors.

In some majors, it is not possible to complete the major and a minor within 120 hours. Many students take more than 120 hours so this is not a reason to prohibit students from minoring. However, these cases should be clearly flagged in the Catalog and in Office of Academic Assistance documents so that students are aware of these cases.

Currently, the BOR requires that a minor must contain 15 to 18 semester hours of course work with at least 9 hours of upper division course work. The BOR policy also states that, unless the Chancellor grants an exception, new minors may be created only in fields where a major already exists.

This policy does not change any of the rules about restricting access to courses. For example, a Department is free to make being a major a prerequisite for a course. The usually GPA restrictions would also apply.

UGA's Policy

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

Minors

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 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.

Tech's Policy

<http://www.catalog.gatech.edu/academics/minorguide.php>

Undergraduate Minor Guidelines

Minors are intended to encourage and officially acknowledge the attainment by students of a fair measure of expertise and knowledge in more than one academic field, with the goal of broadening their education.

1. All undergraduate minor programs must be approved by the Undergraduate Curriculum Committee and by the Academic Senate.
2. All proposals for a minor must originate from the faculty of the academic unit offering the minor or, in the case of a multidisciplinary minor, from the faculty of each participating academic unit. Proposals must be endorsed by the appropriate College dean(s) and by the Provost.
3. Ordinarily a minor may be offered only in a field in which Georgia Tech offers a degree program. Exceptions, which also require approval by the University System Chancellor, may be made if (a) the proposed minor is in a recognized academic field or discipline, and (b) the school or department has in place sufficient courses, faculty, and facilities for offering the minor.
4. A minor program must comprise at least fifteen semester hours, of which at least nine semester hours are upper-division coursework (numbered 3000 or above). The depth of the program should ensure that upon completion the student will have attained a fair measure of expertise and knowledge in the minor field.
5. No more than 6 semester hours of Special Topics courses may be included in a minor program. No more than a total of 4 semester hours of Special Problems and Undergraduate Research courses may be included in the minimum 15 hours of a minor program.
6. Courses required by name and number and/or used to satisfy Core Areas A through E in a student's major degree program may not be used in satisfying the course requirements for a minor. However, courses used in a minor also may be used to fulfill other elective requirements (free electives, technical electives, etc.) in the student's major degree program.
7. A course may not be counted toward more than one minor and/or certificate.
8. All courses counting toward the minor must be taken on a letter-grade basis and completed with an overall grade point average of at least 2.00.
9. The minor(s) must be in field(s) outside the student's major field.
10. The availability of a minor should be noted in the catalog along with the description of the corresponding major degree program. The academic unit offering the minor shall publish and make available to students the requirements for the minor - the courses and total number of hours required, along with the enumeration of any particular courses that are mandated or excluded, and any grade requirements that differ from the general grade requirements of this policy.
11. A student may select a minor in consultation with the advisor in the major field. The student should then consult an advisor in the minor field, who can inform the student of any remaining requirements. When the student petitions for a degree, he/she should complete a petition for a minor and have it approved by the minor advisor. The petition for a minor will accompany the petition for the major degree when reviewed and approved by the major school. The two forms are then submitted to the Registrar. The minor will be conferred at the same time the degree is

conferred and the degree and minor will be recorded on the student's transcript. The minor will not be on the diploma. Minors may not be conferred retroactively upon students who have graduated.

12. All minor programs are to be reviewed at least once every six years, as part of the regular program review in the sponsoring unit(s).