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## Policy AC011: Academic Minors

**Recommended for Approval by:** Scott E. Miller, Senior VP for Academic Affairs and Provost

**Approved by:** Dale-Elizabeth Pehrsson, President

**Effective Date:** 07/01/2022

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### A. Intent

To define the requirements for earning a minor.

### B. Definition(s)

Academic Minor: An organized program of study that comprises the fundamental knowledge and skills of a field of study (core and cognate courses), equivalent to a minimum of 18 semester credit hours.

### C. Policy

Academic minors are developed by academic departments and approved by the University Curriculum Committee. To earn a minor, a student must complete at least 18 credits in a single prescribed area of study concurrently with their bachelor's degree requirements, as defined for the approved minor. The department or program offering the minor determines what constitutes the single prescribed area of study.

A minimum of six (6) credits in the minor must be advanced courses. The department or program offering the minor defines courses that are advanced status, where the student will develop advanced competencies requiring depth of knowledge of the discipline.

Students may minor in any discipline, but may not major, minor or get a certificate in the same area of study simultaneously. For instance, a student cannot both major and minor in Economics at the same time. However, students may minor in a discipline related to their major, and students may pursue more than one minor. If there is a question, the student should consult with their academic advisor.

At least 50% of the credits for the minor must be earned from a university within the State System (PASSHE). All minors require a minimum cumulative grade point average of 2.00 for the courses applied toward the minor, and students cannot elect to take courses as satisfactory/unsatisfactory in their minor.

Because a minor can be declared at any time during a student's undergraduate career, Pennsylvania

Western University cannot guarantee the offering of all courses required for the minor prior to the student's graduation.

Students cannot return after a degree is awarded to add a minor to their student record.

**D. Procedure(s)**

1. Students who wish to pursue a minor should declare their minor by completing the Request to Add or Drop a Minor form.
2. Advisement for the minor will be provided by a faculty member in the department that offers the minor.
3. Once a student has met all degree requirements for their major, adding a minor may extend enrollment at the university and result in the loss of financial aid eligibility (grants/loans) and, if applicable, loss of NCAA eligibility. Therefore, the costs associated with the enrollment extension may be the sole responsibility of the student. In this circumstance, the student is advised to confirm the financial aid implications of this action with a Financial Aid counselor, and where applicable, with the Associate Athletic Director.
4. If all minor requirements have been met at the time of graduation, the minor will be included on the student's official record.

**E. Related policies**

Academic Degrees, PASSHE Policy 1990-06-A

Graduation Residency Requirements Policy (AC033)

Requirements for Initiation or Change of Credit-based Academic Programs, PASSHE Policy 1985-01-A

Satisfactory-Unsatisfactory Grade Policy (AC021)

**F. Contact Information**

For additional information, please contact the Office of the Registrar.

**G. Policy Review Schedule**

All policies will be reviewed every two years or on an as needed basis if a change in BOG, PASSHE or Pennsylvania law would create the need for an immediate change.