

Undergraduate Minors – Proposal

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Definitions:

- **Minor:** A minor allows students to enhance and augment their major disciplinary studies by exploring another focused area of study in a complementary topic.
 - a. Not all minors are applicable to all majors. Academic units are encouraged to clearly specify which minors are NOT pairable with their major(s).
 - b. Some majors require students to declare a minor (formerly referred to as an “entailed minor”).
- **Specialization/Concentration:** A minimum of 9 credit hours within a specialized field as part of a student’s major. Specializations are optional.
- **Track:** A required area of study within a major.
- **Certificate:** Certificate programs are available to non-degree seeking students who wish to pursue an academic credential in a specific and focused area of study. Course credit earned as part of a certificate program with sufficient performance can be applied to a degree program if subsequently admitted to a major.

Minor Requirements:

1. A minor consists of at least five courses (minimum of 15 credit hours), of which at least four courses (minimum 12 credit hours) are not required for a student’s degree program. Minimum credit hour requirements for the degree must be satisfied, that is, if one three-credit-hour course satisfies degree and minor requirements, then the student must take an additional three credit hours toward the degree.
2. Students must submit the **Minor Request Form** by the last day of "drop/add" in the semester in which they plan to graduate to assure timely processing.
3. A student’s total number of majors/degrees plus minors may not exceed four; this will be called the **"Rule of Four."**
 - a. For example, if a student has one undergraduate major plus a co-terminal master’s degree, then they are eligible to complete up to two minors. Non-co-terminal students are eligible for no more than three minors.
4. If the requirements for a minor are not completed by the final semester in which the student will be completing their major degree requirements, the minor will be removed from the student’s record.
5. Minor requirements cannot be taken as fail/pass.
6. **For majors without a required minor**, minor courses can be shared freely with core electives, free electives, and technical electives (along with the major course that can count toward the minor). Minimum credit hour requirements for the degree must be satisfied.
7. **When sharing classes across minors**, there must be at least 9 credits which are unique to each minor

Additional Notes:

1. Some programs that require a minor may be better off specifying a track instead.
2. Some minors (augment major) would be better as certificates (standalone non-degree credential).
- 3.

Rationale

1. Sharing classes between minors and majors within the same department which have the same course requirements becomes an issue. Many substitutions are needed to replace classes that cannot double or triple count, therefore the student doesn't complete the actual requirements for the minor and defeats the purpose of having the minor. Example 1: AI major with CS minor. Example 2: CAE major with Construction Management minor. Example 3: AMAT major with STATS minor.-- this would work better as a specialization. If a student wants a minor within their department, then the department can consider creating a specialization
2. Students think they are saving time when adding minors that have the same requirements and believe they could share classes without having to make up the missing credit hours. Not the case. Credits need to be substituted
3. Students will add on minors in the last semester to extend their time in college for various reasons

Example schools

1. Northwestern limits to 3 minors 9 (A rule of 3); no sharing courses between minors
<https://weinberg.northwestern.edu/undergraduate/major-minor/minor-and-certificate-options/rules-policies.html#:~:text=A%20student's%20total%20number%20of,this%20%22Rule%20of%20Three.%22>
 - a. Northwestern—You may not count any course toward more than one minor. If you take two minors that require one particular course, consult with your minor advisers about possible substitutions.
 - b. Northwestern—You generally may not count a course towards a minor and a major requirement—we have the exception if the course is a “choice” course requirement (i.e. technical courses); we need to revisit this exception to the rule.
2. U of C - declare minor by Junior year
<http://collegecatalog.uchicago.edu/thecollege/minors/>
3. University of Washington- limits to 3 minors
<http://collegecatalog.uchicago.edu/thecollege/minors/>
4. Northeastern University - limits to 2 minors. No Major and minor can be from same department
<https://catalog.northeastern.edu/professional-studies/undergraduate-minors/>
5. UIC - Major and minor cant be from same department
6. UIUC- deadline to declare a minor
"The Statement of Intent to Pursue a Campus-Approved Minor must be submitted to the student's college of enrollment prior to the last day to add a class in the semester in which the student intends to graduate to assure timely processing." <https://provost.illinois.edu/education-1/advising-resources/pursuing-undergraduate-minor/>
7. USC - limit course sharing between minors. Credit required and overlaps allowed. Minor and graduation.

<https://undergrad.usc.edu/programs/minor/rules/#:~:text=Minors%20must%20be%20completed%20simultaneously,order%20to%20pursue%20a%20minor>

8. DePaul.- Reason to declare a minor

<https://catalog.depaul.edu/student-handbooks/undergraduate/undergraduate-academic-policies/supplementary-credentials/earning-a-minor/>