



## Offering of Academic Minors

### No. 6345

**Policy Effective Date:**  
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**Policy Owner:**  
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**Affected Parties:**  
Undergraduate  
Graduate  
Faculty  
Staff  
Other

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### 1.0 Purpose

### 2.0 Policy

The addition of a minor may sometimes imply extra course work, which can delay graduation, but such additions in most instances require no particular qualifications on the part of the student. They usually can be accomplished at any time prior to the senior year, simply by working with one's academic advisor and informing the head(s) of the department(s) and the dean(s) of the college(s) in question. Minors are to be completed at the same time as the student's primary major.

Access to minors may be prevented for restricted curricula. Students seeking entrance into such restricted programs should consult the TIME TABLE OF CLASSES, displayed on Hokie SPA, "Important Dates and Registration" information.

The minimum requirements for departmental minors shall be 18 semester hours (15 hours for concentration). Minors must be approved through University Governance.

All departments with approved minors shall provide advising for students seeking a minor in that department. This stipulation is implicit in any proposed minor, and the details of advising are subject to the discretion of the college and departments concerned and need not be specified in the proposal.

In those cases where there is an indication of specialization within a minor or where less than 8 hours of course work at the 3000 level or above are required, the proposing department is expected to provide clear and specific justification for such proposals. Departments should include a statement of all course prerequisites that are unusual or are not obvious to one seeking a minor.

Minors are to be processed through a college curriculum committee and the Commission on Undergraduate Studies (CUS) for review and approval.

A GPA of 2.0 is required in the minor.

### 3.0 Procedures

The procedure to add a minor is as follows:

1. Secure "Application for Change in Curriculum" form from dean for new curriculum.
2. Follow instructions on "Application for Change in Curriculum" form.



## 4.0 Definitions

## 5.0 References

Policy Memorandum No. 11, "Offering of Academic Minors," approved by University Council and the President, April 2, 1979, and issued April 6, 1979.

Policy Memorandum No. 203, "Offering of Academic Minors, Change to Presidential Policy 11," approved by University Council and the President, October 2, 2000.

## 6.0 Approval and Revisions

Approved January 9, 1990, by University Registrar, Wanda Dean.

Reviewed August 22, 1990, by the Vice Provost for Academic Affairs, James F. Wolfe. No changes.

- Revision 1

Section 2. Deleted reference to percentage of total credit hours required.

Approved January 12, 1999, by Vice Provost for Academic Affairs, David R. Ford.

- Revision 2

Section 2. Reference to "QCA" updated to "GPA." Added "minors are to be completed at the same time as the student's primary major." Added 15 hours as minimum required for a concentration. Added that minors must be approved through University Governance. Removed reference to common census date for making application to add a minor.

Section 5. Added reference to Policy Memorandum No. 203.

Approved April 17, 2002 by Vice Provost for Academic Affairs, David R. Ford.