



## ADMINISTRATIVE POLICY #30-02 (2021) UNDERGRADUATE MINOR POLICY

**Policy Title:** Undergraduate Minor Program

**Policy Type:** Administrative

**Policy Number:** 30-02 (2021)

**Approval Date:** 11/04/2021

**Responsible Office:** Office of the Provost and Vice President for Academic Affairs

**Responsible Executive:** Provost and Vice President for Academic Affairs

**Applies to:** Students

### POLICY STATEMENT

Norfolk State University provides an opportunity for undergraduate, degree-seeking students to pursue studies in a minor. A minor may be established in a field of study offered at Norfolk State University. The minor may be chosen to complement the major, to provide recognition of study in a second academic area, to meet an area of interest by the student, or to increase job opportunities upon graduation. A minor is discipline-based, that is, the department or program that houses the minor defines its content. Completion of a minor is optional. Undergraduate students may elect to complete a minor. Like a major, it is a focused area of study; however, a minor in a discipline is more narrow or restricted in scope. Fewer course credits are required than in the major field of study. A minor is not required to earn an undergraduate degree.

### TABLE OF CONTENTS

### PAGE NUMBER

Definitions.....	2
Contacts.....	2
Stakeholders .....	2
Policy Contents.....	2
Education and Compliance.....	3
Publication.....	4
Evaluation.....	4
Review Schedule .....	4
Related Documents .....	4
Forms.....	4



## ADMINISTRATIVE POLICY #30-02 (2021) UNDERGRADUATE MINOR POLICY

### DEFINITIONS

**Minor:** A coherent program of study in an area of specialized academic education, disciplinary or interdisciplinary in nature, which is typically undertaken by a degree candidate in order to supplement or complement the major field of study, to provide academic education in a minor subject or alternative field of study, or to meet an area of interest by the student.

**Core:** A set of courses required of all students or courses taken from a designated list of choices within required categories.

### CONTACTS

The Office of the Provost and Vice President for Academic Affairs officially interprets this policy. The Office of the Provost and Vice President for Academic Affairs is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* throughout the appropriate governance structures. Questions regarding this policy should be directed to the Office of the Provost and Vice President for Academic Affairs.

### STAKEHOLDERS

University Community

### POLICY CONTENTS

#### Criteria for Establishing a Minor

1. The minor must be in a single discipline area offered at Norfolk State University and must be established through the regular curriculum approval process.
2. A minor is to consist of a minimum of 15 semester hours and a maximum of 18 semester hours.
3. At least 9 semester hours must be upper division credits in the minor.
4. A minimum of 6 semester hours in upper division credits in minor requirements must be taken in residency.
5. Each minor must include a core which is a common requirement for all students.
6. At least 9 semester hours of the credits meeting the requirements of the minor must be graded on the A–F scale.
7. Students may not earn both a major and minor in the same discipline (i.e., same prefix).
8. A minimum grade of “C” must be earned in all courses meeting the requirements for the minor.
9. Prerequisites for any required courses in the minor must be met.

#### Guidelines

1. Program proposals must be initiated by a department, program, or college/school in the



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University. Following approval at the college/school level, proposals are processed through the regular curriculum approval and program review procedures of the University in the same manner as other new and revised curricular programs.

2. Program proposals must be submitted in the format prescribed for proposing new and revised curricula.
3. The sponsoring department or program must designate a faculty member who will be responsible for coordinating the program. As may be appropriate, this may be the department head.
4. A Curriculum Sheet must be prepared.
5. The program must meet University program assessment and program review guidelines. A program assessment plan must be prepared. Annual program assessment reports are to be prepared and submitted in accordance with college/school and University policies and guidelines.
6. All approved minor programs must be described in the University Catalog.
7. Program approval is needed before literature regarding the program is published and circulated. Literature must have the approval of the department head and dean.

### **Criteria for Declaring a Minor**

1. Students may declare a minor and consult with their advisor at any time but no later than the time to submit an application for graduation. All applicable University, college/school, and departmental (major and minor) policies and procedures must be followed. Appropriate paperwork must be completed in a timely manner and must meet applicable deadlines.
2. In order for the minor to appear on a student's transcript, the minor must be listed on the application for graduation.
3. If the student has completed the minor as structured by the curriculum, there is no need for the signature of a minor advisor on the degree audit. However, course substitutions, or the application of transfer courses for which there is no direct University equivalency, must be approved by an advisor from the minor department.

### **EDUCATION AND COMPLIANCE**

The head of the sponsoring department or program shall be responsible for training the faculty or staff members who will be advising students pursuing the minor on the requirements of this policy on an annual basis or whenever there is a change in advisors. Records of training will be maintained by the sponsoring department or program, and a copy will be forwarded to the Office of the Provost and Vice President for Academic Affairs.

To ensure conformity to the requirements of this policy, the dean of the sponsoring college/school and the Office of the Provost and Vice President for Academic Affairs will monitor for compliance with this policy. Violations of this policy will be reported to the Office of the Provost and Vice President for Academic Affairs as needed. Noncompliance with this policy will compromise academic integrity.



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### **PUBLICATION**

The Minor Policy will be published and disseminated to the University community. The Office of the Provost and Vice President for Academic Affairs will make every effort to:

- Communicate the policy in writing, electronically or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the online Policy Library within 14 days of approval;
- Post the Minor Policy on the Academic Affairs website; and
- Educate and train all stakeholders and appropriate audiences on the policy's content, as necessary.

Failure to satisfy procedural requirements does not invalidate this policy.

### **EVALUATION**

An evaluation study is recommended at the undergraduate and graduate levels after one year, but not later than two years after the Minor Policy has been implemented. The successes and failures of the Minor initiative should be determined, and any recommendations for strengthening the initiative should be forwarded to the Provost and Vice President for Academic Affairs.

### **REVIEW SCHEDULE**

- Next Scheduled Review: 11/04/2024
- Approval by, date: President, 01/13/2105; 11/04/2021
- Revision History: 10/9/2003, 3/4/2005, 4/16/2018, 04/27/2021
- Supersedes: Policy # 30:004 Minor Policy

### **RELATED DOCUMENTS**

There are no related documents associated with this policy.

### **FORMS**

Curriculum Sheets