

# Millersville University **Governance & Policies**

**Effective:** October 1997

## **Academic Program: Undergraduate Studies ACADEMIC MINORS**

**Approved:** October 1997

Reviewed: June 4, 2007

Deans' Council, Faculty Senate

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### **Criteria for Academic Minors**

1. A department shall establish its own policy regarding which courses shall count toward an academic minor subject to the following limitations:
  - a. There shall be a minimum of 18 credits from courses in the same department.
  - b. Courses that count toward a minor are also eligible to be used to satisfy the current University-wide General Education requirements subject to normal distribution requirements.
  - c. At least two courses shall be at the upper-division level (300-400). Exceptions may be requested upon evidence of program depth.
  - d. No course needed for the minor may be taken Pass/Fail.
2. Although a department may require its majors to complete a minor in another department, it cannot compel another department to offer a minor, nor may the department requiring a minor stipulate the required courses in the minor area.
3. Courses counted as a minor can also be used to satisfy the required related portion of the curriculum record form, where appropriate.
4. A student selecting a minor must fill out an Intent to Minor form with the student's academic adviser and obtain approval from the department offering the minor. A copy of this form will be forwarded to the Office of Academic Advisement and the department offering the major.
5. Satisfactory completion of a minor (or minors) is shown on the student's academic transcript.
6. Each department offering a minor shall designate a coordinator to act as liaison with other departments and/or students needing advisement.
7. Departments developing minors shall submit the proposal for the minor through the regular approval process.
8. A minimum GPA of 2.0 in the minor is required for successful completion.

9. One-half or more of the work required for the minor must be completed at Millersville.
10. When minors are proposed that require related courses outside the minor department, the other departments involved will be consulted regarding appropriateness and availability of the required related course prior to senate approval.
11. The word "option" shall be used for the variety of terms previously referred to as concentrations, tracks, emphasis areas, or areas of interest within the majors and minors. As with minors, one-half or more of the work required for the option must be completed at Millersville.
12. In the selection and completion of an academic minor, the following rules will apply:
  - a. A student who chooses a minor containing courses from their major may not duplicate more than one course in the completion of both their major and their minor.
  - b. In defining the term "major" in 12a, required related courses are excluded.
  - c. A student may not minor in their major. However, a student is allowed to minor within their major's department if the minor is a distinct discipline (as defined by the department with the appropriate Dean's approval) from the student's major provided 12a is followed.

### **Interdepartmental Minor**

An interdepartmental minor is defined as a minor which integrates the knowledge, perspectives, and methodologies of more than one department to form a specific academic focus in a recognized or innovative discipline not currently offered by existing departments, e.g., American studies, comparative literature, women's studies, Holocaust studies, etc.

### **Objectives**

1. Define minimum University requirements for those departments wishing to offer jointly an interdepartmental minor focusing on a non-traditional discipline.
2. Ensure minimum standards of depth and breadth in the proposed minor.
3. Provide a framework within which the faculty members of various departments can develop interdepartmental minors.

### **Rationale**

Provide students with an interdepartmental perspective that cannot be provided by one department.

### **Policy and Implementation**

1. Course requirements for an interdepartmental minor will follow any current University policies regarding requirements for a minor.

2. An interdepartmental minor shall require a minimum of 18 credits of coursework.
  - a. A minimum of 12 credits shall be required from at least two departments, with at least six (6) credits above the 100 level.
  - b. A minimum of six (6) credits of interdepartmental coursework shall be required, with at least three (3) credits at the 300-400 level. An interdepartmental course is defined as a course which integrates the knowledge, perspectives, and methodologies of more than one department to form a specific academic focus. Such courses may be either newly created or drawn from those currently in the catalog.
3. A committee composed of one representative elected by each of the participating departments shall develop and implement the minor.
  - a. The committee making the proposal for the minor shall follow current University requirements and procedures for approval of a minor.
  - b. If participating departments belong to different schools, a joint committee of the school curriculum committees shall review the proposal.
  - c. The committee shall carry out the administrative duties inherent in offering a minor (e.g., developing new course proposals, scheduling, advisement).
  - d. The Deans' Council shall determine how liaison shall be established between committees for interdepartmental minors and the school administrative structure.

### **Current Academic Minors**

The current Millersville University Undergraduate Catalog contains a listing of academic minors. (Policy reminder: No student may minor in his or her major.)