

Development of a Minor in a Baccalaureate Degree Program

ACADEMIC AFFAIRS

Academic/Curriculum

Policy Owner: Provost and Vice President for Academic Affairs

Effective date: April 21, 2025

Approval date: April 21, 2025

Schedule for Review: 2030

Policy Summary:

This policy provides a framework for the specification of the courses of instruction in a minor.

Policy Statement:

1. A minor provides a limited survey of an academic, professional, or technical discipline or an interdisciplinary area for students seeking additional specialization outside of their major field(s).
2. A minor is distinct from:
 1. An undergraduate certificate because only students pursuing a major are eligible to pursue a minor.
 2. A concentration in a major because a minor provides a limited survey of a discipline while a concentration organizes courses related to a disciplinary subfield.
3. The title of a minor:
 1. Can be the same as the title for a major.
 2. Cannot be the same as the title of an undergraduate certificate.
4. Cannot be the same as the title of a concentration in a major.
5. If the proposed minor is not analogous to that offered by any comparable institutions, a minimum of 5 and a maximum of 8 courses, or a minimum of 15 or maximum of 24 credits of instruction, may be specified for a minor.
6. Any exceptions to policy statement 1-4 must be authorized by the Provost.
7. Minors will be denoted on student records as follows:
 - a. The minor will be denoted on the transcript.
 - b. The minor will not be denoted on the diploma.

Reason for Policy

This policy creates establishes a framework for the specification of the courses of instruction in a minor in distinction to an undergraduate certificate or a concentration in a major and in alignment with Fort Lewis College Policy 4-1 Honest Credit Counting Protocols.

Responsibilities:

For oversight of the policy: Provost

For procedures for implementing policy: Faculty Senate, Provost, Registrar
For enforcement of the policy: Provost

Review and Revision History: