

POLICY AND PROCEDURES FOR MINORS

Michigan State University

Definition:

"A secondary field of study at the undergraduate level . . ." – *Selecting a Minor - Academic Programs* catalog (<https://www.reg.msu.edu/AcademicPrograms/Text.asp?Section=110#s261>)

A Minor:

- is a coherent set of courses that provides students with an understanding of the central concepts of the field of inquiry;
- is an introduction to the breadth and in-depth knowledge of a field of inquiry;
- is supplementary to the student's major.

Target Student Audience:

The targeted audience for a minor:

- is students who are not majors in the field of study with the same name represented by the minor.
- may be students from a wide variety of majors.
- may be limited to students from particular majors or colleges.
- is students enrolled in undergraduate degree programs.

Credits and Requirements:

- The minimum number of credits for a minor is 15.
- The Academic Programs catalog must clearly state if some of these credits for the minor are required to be 'unique.' 'Unique' credits for a minor are defined as credits that do not count for a course taken to satisfy another university, college, or major requirement.

PROCEDURES

Transcriptability:

A minor is "transcriptable" (eligible to be listed on the student's transcript).

Certification:

Consistent with other Association of American Universities (AAU) institutions, the Associate Dean of the college responsible for administering the minor will inform the Office of the Registrar when the student has completed the requirements for the degree program. Certification is concurrent with the degree certification process.

Relationship to Other Award Types:

What is the relationship between a major and a minor?

- A major and a minor are separate components in a student's undergraduate degree program.
- All students are required to select a degree program in the major of their choice. A major is a primary field of study with its own set of requirements.
- A minor is a secondary field of study with its own set of requirements.

How is a minor different from a teaching minor?

- A disciplinary *teaching minor* consists of specific courses that fulfill the State Department of Education Standards for content suitable for preparation to teach the subject area and must be approved by the Michigan Department of Education as a program at MSU leading to teacher certification.

Request to Establish or Change a Minor:

Minors must be approved and/or changed via the academic governance system using the *Request for a New Academic Program* or *Request for Changes in an Academic Program* form.

- Each unit responsible for any course proposed in the minor must be given the opportunity to approve or not approve that inclusion in the minor.

Departments, schools, and colleges with administrative responsibility for offering degree programs may decide to offer a minor in a particular field.

- The department, school, or college may specify admission requirements for the minor.

More Information: See the University Curriculum and Catalog web page: www.reg.msu.edu/ucc/ucc.asp