

Revised Policy

Replaces and Rescinds Establishing and Awarding Minor Fields of Undergraduate Study



NORTH CAROLINA A&T STATE UNIVERSITY

CHAPTER 300 – ACADEMIC AFFAIRS

**ADMINISTRATIVE POLICY AP320, UNDERGRADUATE
ACADEMIC MINOR FIELD OF STUDY**

SECTION AP320.1 POLICY STATEMENT

North Carolina Agricultural and Technical State University (“NC A&T” or “University”) encourages establishing minor fields of study and officially acknowledges the benefits to students who attain a standard measure of depth, expertise, and knowledge in more than one academic field outside of, or complimentary to, a student’s major.

SECTION AP320.2 PURPOSE

This policy is revised to bring clarity, consistency, and practical application for establishing an academic minor structured plan of study and for awarding the academic minor to undergraduate students.

SECTION AP320.3 SCOPE

This policy applies to enrolled degree-seeking undergraduate students and departmental faculty who establish academic minor fields of study.

SECTION AP320.4 DEFINITIONS

- (1) “Major” means the academic discipline to which a student formally commits and is the student’s main field of specialization during their undergraduate studies.
- (2) “Minor” means an additional credential in a structured field of study outside of a student’s major comprised of at least 12 credit hours. This depth, expertise and knowledge must be sufficient to enable the student to appreciate the complexities and issues that are central to the minor, and to perform at a level sufficient to solve realistic problems and/or to contribute to the field. The academic minor represents an optional, secondary field of study for a degree-seeking student. Students must complete all coursework related to the academic minor prior to the awarding of their baccalaureate degree.

SECTION AP320.5 DECLARING AN ACADEMIC MINOR

- (a) Degree-seeking undergraduate students who have completed a minimum of 30 semester hours of academic credits with a minimum GPA of 2.0 may elect to declare an academic minor.

- (b) Students wishing to declare a minor should do so in consultation with their academic advisor in the major field of study before consulting with an advisor in the minor field of study.
- (c) To declare a minor, students must obtain the written approval of the department chairs and deans of both the major and minor fields of study.
- (d) The declaration, change, or discontinuation of an academic minor form must be completed and filed with the Office of the Registrar.
- (e) No student may declare a major and an academic minor in the same discipline.
- (f) No student may have more than two academic minors regardless of the student's major.

SECTION AP320.6 ACADEMIC MINOR REQUIREMENTS

- (a) Formulation of requirements for an academic minor originate from the faculty of the academic unit offering the minor.
- (b) The structured plan of study for the academic minor will consist of the following:
 - (1) A minimum of twelve (12) credit hours at the 200-level or above not included in the baccalaureate degree plan of study. If the minor requires 18 credits, 6 of those credits may overlap with the major baccalaureate degree plan of study.
 - (2) The list of mandated courses (not elective courses) that upon successful completion will represent the depth of understanding and expertise sufficient to enable the student to appreciate the complexities and issues that are central to solve realistic problems and/or to contribute to the field.
- (c) General Education Courses shall not be included in the academic minor.
- (d) An average GPA of 2.0 or higher must be achieved for the courses within the academic minor plan of study.
- (e) An academic minor plan of study shall not exceed eighteen (18) required credit hours.
- (f) The academic minor curriculum decisions must follow the present procedures for establishing a major field of study, including approval by curriculum committees of appropriate departments, colleges, the University Academic Programs and Curriculum Committee (UAPCC) and signed by the Provost and Executive Vice Chancellor for Academic Affairs.
- (g) The academic minor may be offered only in a field for which there exists a corresponding major.
- (h) A baccalaureate degree that has been officially approved by the University Academic Programs and Curriculum Committee (UAPPCC) and signed by the Provost and Executive Vice Chancellor for Academic Affairs may require the completion of an academic minor within the four-year structured plan of study.

- (i) For a student to receive credit for an academic minor, the academic minor program must be approved and declared prior to completing an application for graduation.
- (j) Students must complete all coursework related to the academic major and minor before the University will award a baccalaureate degree.

SECTION AP320.7 TRANSCRIPTS

- (a) Generally, the academic minor shall appear on the official academic transcript representing the additional coursework beyond the required major, but not on the diploma.
- (b) At least seventy-five percent (75%) of the courses required for the academic minor must be recorded on the transcript as institutional credits, which must be completed from NC A&T.

POLICY HISTORY:

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AUTHORITY: Chancellor

POLICY OWNER: Provost and Executive Vice Chancellor for Academic Affairs

RESPONSIBLE OFFICE: University Student Success Office

RELATED POLICIES:

Section II – UG – Degree 1.0 – Minimum Requirements for a Baccalaureate Degree

Section II – UG – Degree 2.0 – Maximum Number of Transferable Credits