



ACADEMIC AFFAIRS GUIDELINES

Section 2.3	Academic Programs	
Title:	New Baccalaureate Minor	
Number (Current Format)	Number (Prior Format)	Date Last Revised
2.3.2.2.D	II.C.3.a, 2.8	10/2018
Reference:	BOR Policy 2.3.2 – New Programs, Program Modifications, and Inactivation/ Termination	
Related Form(s):	AAC Form – New Baccalaureate Degree Minor Form (<i>Credentials Required</i>)	

Approval Summary Quick View

New Minor ► CAO ► AAC Program Tracker ► Univ. Website ► AAC ► BOR

1. An **academic minor** enables a student to make an inquiry into a discipline or field of study beyond the major or to investigate a particular content theme. Minors provide a broad introduction to a subject and therefore develop only limited competency. Minors consist of a specific set of objectives achieved through a series of courses. Course offerings occur in a specific department or may draw from several departments (as in the case of a topical or thematic focus). In some cases, all coursework within a minor is proscribed; in others cases, a few courses may form the basis for a wide range of choices. The award of an academic minor is dependent upon a student completing the requirements for an academic major and all graduation requirements; a minor cannot be awarded as an independent credential. A student may not receive a minor and major in the same fields.
2. Minors by design are limited in the number of credit hours required for completion. Minors typically consist of eighteen (18) credit hours, including prerequisite courses. Proposals to establish new minors as well as proposals to modify existing minors must recognize and address this limit.

Example:

Required Minor Courses (Courses A, B, C)

Course A (3 credits) / Prerequisite Course D (3 credits)

Course B (3 credits) / Prerequisite Course E (3 credits)

Course C (3 credits) / Prerequisite Course F (3 credits)

Total Minor Credits: 18

The majority of Regental system academic programs require one hundred and twenty (120) credits to graduate; minors exceeding the eighteen (18) credit hour thresholds significantly

hinder students' ability to graduate in one hundred and twenty (120) credit hours. In rare cases, unique circumstances or standards for licensure will state requirements leading to academic minors approved for more than eighteen (18) credit hours.

3. Deviations from the provisions of this guideline require justification from the university and approval from the system Chief Academic Officer (CAO). This includes deviations from the established credit hour threshold.
4. Board of Regents (BOR) action is required to establish a new minor.
5. The university Vice President for Academic Affairs (VPAA) will review the new minor request with the system Chief Academic Officer (CAO). The notification to the system CAO shall occur at least one AAC meeting prior to the initial posting of the new minor proposal. If the proposal involves new courses for the university, the notification to the system CAO shall include a brief justification for the new minor and evidence that the program does not duplicate existing programming within the Regental system (or that the duplication is justified).
6. The Executive Director grants formal approval to move forward with the new minor request and for posting on the [AAC Program Tracking Dashboard](#).
7. Program development notifications will be posted to the [AAC Program Tracking Dashboard](#), and institutions shall have the opportunity prior to the next AAC meeting to make formal inquiries with the posting institutions about the intent and nature of the program. Such inquiries shall be made directly with the provost/VPAA at the posting institution and should include both the system CAO and the system Assistant Vice President for Academic Affairs.
8. The system CAO and the Executive Director may approve, deny, or send the proposal form back to the campus for revisions. The Executive Director has final authority for advancing a new specialization request forward for AAC review and to the Board of Regents. Final recommendations to the Board may outline Board staff or institutional concerns for the requested minor in the "Impact and Recommendation" section of the Board cover sheet.
9. The system CAO will place the request on the AAC agenda.
10. Proposals approved by the AAC move to the agenda of the Board of Regents agenda for review and approval.

SOURCE:

AAC May 2018; October 2018 (Clerical).