



# California University of Pennsylvania

## **POLICY: Minor**

### **A. Purpose & Scope:**

To describe the requirements for earning a minor.

### **B. Definition(s):**

**Academic Major:** Main field of study in an academic program. For baccalaureate degrees, the academic major (comprised of core and cognate courses) and general education are the two principal components of the degree. For master's degrees, the academic major (common core), concentration or specialization, and capstone experience(s) are the principal components of the degree. Academic major can be a sequence of courses, activities, and/or experiences constituting a major field of study, culminating in a credit-based degree or certificate.

**Academic Minor when a Major Exists:** An organized program of study that comprises the fundamental requirements of the academic major (core and cognate courses) equivalent to a minimum of 18 semester credit hours

**Academic Minor when no Major Exists:** An organized program of study that comprises the fundamental knowledge and skills of a field of study (core and cognate courses) in which the university does not offer an academic major, equivalent to a minimum of 18 semester credit hours.

**Concentration, Track, Specialization, or Emphasis:** A program of study in a focused area within an academic program (i.e., degree program, not a minor), consisting of a minimum of 12 semester credit hours for baccalaureate degrees and a minimum of nine semester credit hours for master's degrees. Requirements for the concentration, track, specialization, or emphasis are included within the program of study for the academic major.

### **C. Policy:**

To earn a minor, a student must complete at least 18 credits in a single prescribed area of study concurrently with their bachelor's degree requirements. The department or program offering the minor determines what constitutes the single prescribed area of study.

Nine (9) of the 18 credits must be in advanced courses. The department or program offering the minor defines upper-division status.

Subject to the approval of their academic advisor, students may minor in any discipline in any undergraduate college, except for their major area (students may minor in a discipline related to their major). Nine (9) credits cannot overlap within the degree.

Students may pursue more than one minor, subject to approval of their academic advisor.

At least 6 of the credits for the minor must be completed at California University of Pennsylvania.

### **D. Procedure(s):**

1. Departments offer minors in the discipline(s) or subject areas of their organization.
2. Students may review in the undergraduate catalog available minors offered by departments.

3. Students who wish to pursue a specific minor should declare their minor by completing a form in office of the dean of the undergraduate college of the department that offers the minor.
4. Advisement for the minor will be provided by a faculty member in the department that offers the minor.

**E.** **Effective date:** August 16, 2011  
**Updated date:** December 8, 2014