



## 30.004: Undergraduate Minor Program Policy

**Responsible Executive:** Vice President for Academic Affairs  
**Responsible Office:** Office of Academic Affairs  
**Related Policy:**  
**Approved-On Date:** October 9, 2003  
**Effective Date:** Immediately  
**Revision Date:** March 4, 2005

### Policy Statement

Norfolk State University provides an opportunity for undergraduate, degree-seeking students to pursue studies in a minor. A minor may be established in a field of study offered at Norfolk State University. The minor may be chosen to complement the major, to provide recognition of study in a second academic area, to meet an area of interest by the student, or to increase job opportunities upon graduation. A minor is discipline-based, that is, the department or program that houses the minor defines its content. Undergraduate students may elect to complete a minor. Like a major, it is a focused area of study; however, a minor in a discipline is more narrow or restricted in scope. Fewer course credits are required than in the major field of study. A minor is not required to earn an undergraduate degree.

### Purpose

The purpose of the policy is to provide an opportunity for undergraduate, degree-seeking students to pursue studies in a minor. Completion of a minor is optional.

### Procedures

- I. Criteria for Establishing a Minor
  - A. The minor must be in a single discipline area (prefixes) offered at Norfolk State University and must be established through the regular curriculum approval process.
  - B. A minor is to consist of a minimum of 15 semester hours and a maximum of 18 semester hours.
  - C. At least 9 semester hours must be upper division credits in the minor.
  - D. A minimum of 6 semester hours in upper division credits in minor requirements must be taken in residency.
  - E. Each minor must include a core which is a common requirement for all students.

A core is defined as a set of courses required of all students or courses taken from a designated list of choices within required categories
  - F. At least 9 semester hours of the credits meeting the requirements of the minor must be graded on the A-F scale.
  - G. Students may not earn both a major and minor in the same discipline (i.e., same prefix).
  - H. A grade of 'C' must be earned in all courses meeting the requirements for the minor.
  - I. Prerequisites for any required courses in the minor must be met.

- II. Criteria for Declaring a Minor
  - A. Students may declare a minor and consult with their advisor at any time but no later than the time to submit an application for graduation.
  - B. All applicable University, school and departmental (major and minor) policies and procedures must be followed. Appropriate paperwork must be completed in a timely manner and must meet applicable deadlines.
  - C. In order for the minor to appear on a student's transcript, the minor must be listed on the application for graduation.
  - D. If the student has completed the minor as structured by the curriculum, there is no need for the signature of a minor advisor on the degree audit. However, course substitutions, or the application of transfer courses for which there is no direct University equivalency, must be approved by an advisor from the minor department.
  
- III. Internal Process for Declaring a Minor
  - A. Program proposals must be initiated by a department, program or school in the University.
    - Following approval at the school level, proposals are processed through the regular curriculum approval and program review procedures of the University in the same manner as other new and revised curricular programs.
  - B. Program proposals must be submitted in the format prescribed for proposing new and revised curricula.
  - C. The sponsoring department or program must designate a faculty member who will be responsible for coordinating the program. As may be appropriate, this may be the department head.
  - D. A Curriculum Sheet must be prepared.
  - E. The program must meet University program assessment and program review guidelines. A program assessment plan must be prepared. Annual program assessment reports are to be prepared and submitted in accordance with School and University policies and guidelines.
  - F. All approved minor programs must be described in the University Catalog.
  - G. Program approval is needed before literature regarding the program is published and circulated. Literature must have the approval of the department head and dean.