

## **CLAS Policy on Minors**

(Approved 4/14/2015)

The governing University policy on Minors was set forth in “*Minors at the University of Connecticut: Policy for Approval and Listing on the Transcript*”, issued by the Chancellor's Office in May 1996 and revised by the Senate in 2006. See Appendix for content of University policies on minors.

Except where the CLAS rules are more stringent, the University's rules for Minors apply to all Minors in the College.

The document below supersedes any previous CLAS policies on minors. Existing minors that do not conform to these rules will not be required to be changed for compliance.

However, no future revisions may introduce further violations of these rules.

1. A Minor in CLAS must be in either (i) a discipline represented by an undergraduate major or a department or program of the College or (ii) an interdisciplinary area that promotes the academic goals of the College. When a Minor is offered by a single department or program, the Minor shall have the same name as (i) the department or program or (ii) a major offered by the department or program. Any department or program with multiple majors may offer multiple Minors, but at most one Minor for each major. Any department or program lacking its own major may nevertheless offer a Minor. An interdisciplinary minor must be sponsored by more than one department or program.

2. Minors must require at least 15 credits of 2000-level course work or higher. The departments or programs sponsoring an interdisciplinary minor must be able to indicate that consent has been granted by other departments or programs to include among its requirements any courses not offered by the sponsoring departments or programs.

3. Students may not major and minor in the same discipline. However, a student who has graduated with a minor may return and earn an additional degree with a major in the same discipline as that minor.

In the case of an interdisciplinary minor, the sponsoring departments or programs must explicitly indicate if students in majors offered by those departments or programs are not allowed to elect the interdisciplinary minor.

4. Students may count the same course towards a major and a *different* minor. (This will happen rarely, mainly where a major requires courses outside the main department.)

5. If a department or program wishes to add or revise a minor, an appropriate proposal must be submitted to the CLAS CC&C.

A proposal for a Minor in CLAS should clearly indicate

- (a) the core concepts and questions considered integral to the discipline;
- (b) the courses that students may choose among for the Minor; and
- (c) how those courses cover the core material.

## APPENDIX

### 1. *Minors at the University of Connecticut: Policy for Approval and Listing on the Transcript*

Document below retrieved on April 7, 2015 from:

<http://changecatalog.uconn.edu/minors-at-the-university-of-connecticut/>

### **Minors at the University of Connecticut**

The following text is taken from *Minors at the University of Connecticut: Policy for Approval and Listing on the Transcript*, Chancellor's Office, May 1996 with revisions made in 2006.

Beginning in Fall, 1997, undergraduate, degree-seeking students may pursue a minor, which will be listed on their transcripts once their transcripts have been audited and they are approved for graduation with baccalaureate degrees from the University. A minor is not required for graduation and minors are available only to matriculated students currently pursuing baccalaureate degrees.

Faculty may establish minors, which can focus on their particular discipline or be interdisciplinary in nature.

Such minors shall be reviewed on a regular basis, concurrent with the regularly scheduled review (program assessment) of the sponsoring academic unit to assure that the minor is being supervised and that enrollment justifies continued availability.

### **Characteristics of Minors at the University of Connecticut**

A minor at the University of Connecticut will include 12 to 18 credits of *(200) revised to read 2000-level or above (University Senate course renumbering project-2008)* coursework; only courses with a 2.0 or better can be counted toward the minor.

The maximum limit of 18 credits is set by a general policy of the Board of Governors of Higher Education for Connecticut, which must approve any degree program which exceeds 18 credits. Both the UConn Board of Trustees and the Department of Higher Education will be *informed* about newly created minors, but will not review or approve them.

~~(Maximum of 3 credits toward the minor may be transfer credits of courses equivalent to UConn course.)~~

**The University Senate (February 13, 2006) recommended that the Provost consider revising the transfer credits requirements for Minors by removing the existing 3-credit restriction placed on the application of transfer of credits for courses equivalent to University of Connecticut courses towards Minors. This recommendation was subsequently accepted by the Provost.**

Substitutions are not possible for required courses in a minor.

Faculty establish the requirements for a minor, either within their particular discipline or from an interdisciplinary selection of courses.

Eligibility for minors is established by the faculty overseeing the minor. In general minors would be designed to add breadth to students' programs; therefore, students ordinarily may not earn minors within their own major disciplines.

The Curricula and Courses Committee and the faculty of the School or College within which the minor is offered must approve the minor.

For interdisciplinary minors which include courses from several school or colleges, each associated C&C Committee will be asked to make a recommendation to the Vice Chancellor concerning the minor, and the Provost will approve/disapprove the minor. If the minor includes required courses, the School or College offering those courses must approve the minor, regardless of its interdisciplinary nature.

Proposals for minors should include the following:

1. Catalog copy should be prepared to clearly describe the requirements of the minor.
2. Relevant restrictions on eligibility and on use of courses to meet multiple requirements should be detailed. Restrictions on use of courses to meet multiple requirements is a faculty prerogative.
3. A minor plan of study should be created detailing the requirements. Signature should be one of the following:
  - department head of department offering minor, or faculty designee
  - director of interdisciplinary program, as stated in University *Catalog's* description of minor

## 2. University Policy on Minors

Document below retrieved on April 7, 2015 from:

<http://policy.uconn.edu/2011/05/31/minors/>

A minor is available only to a matriculated student currently pursuing a baccalaureate degree. While not required for graduation, a minor provides an option for the student who wants an academic focus in addition to a major. Completion of a minor requires that a student earn a C (2.0) grade or better in each of the required courses for that minor. The same course may be used to meet both major and minor course requirements unless specifically stated otherwise in a major or minor. Substitutions are not possible for required courses in a minor. A plan of study for the minor; signed by the department or program head, director, or faculty designee; must be submitted to the Office of the Registrar during the first four weeks of the semester in which the student expects to graduate. The minor is then recorded on the student's final transcript. All available minors are listed in the "Academic Degree Programs" section and described in the "Minors" section of the *Undergraduate Catalog*.