

Minors and Concentrations

Draft report prepared by the subcommittee on Minors and Concentrations

ASPPC Committee of the UDC Faculty Senate

November 28, 2011

Task: To develop a consistent university wide policy for minors and concentrations.

Process: Discussion between subcommittee members and other interested faculty members, research into comparable and/or aspirational institutions. Each committee member was given the opportunity to provide input into the process. We developed a set of working topic points which we distributed and we received comments and suggestions from the committee and other interested parties. That feedback produced this brief document.

Definition and differentiation of minors and concentrations:

A minor is a unified set of courses within a discipline which develops competency in that field but does not rise to the level of an academic major. Minors are external to a student's major field of study. A student cannot receive credit for both a major and a minor within the same field.

A concentration is a set of courses within a major field of study and designates a focus on a particular area within that major.

Number of courses for minors and concentrations:

A minor normally consists of twelve to fifteen semester hours of coursework in a particular area. Departments requesting additional coursework for minors can provide information supporting this request.

A concentration has no set course total but it is assumed that at least two courses would be necessary for the concentration.

Interdisciplinary Minors:

Minors consisting of course work from more than one discipline are allowed.

Student eligibility for minors:

There are no eligibility requirements for minors beyond those typically found in the corresponding academic major. Students must successfully pass all normal prerequisites for any given course within the minor.

Developmental pathways for minors:

A minor should follow the same developmental pathway as a new or revised program as spelled out in the bylaws of the Faculty Senate. In the case of interdepartmental minors, the approval process will go through all relevant department/ school/college wide curriculum committees.

Developmental pathways for concentrations:

As the concentration is internal to a particular major no process external to the department and the Dean is required.

Implementation of interdepartmental minors:

A coordinator for each interdepartmental minor will be designated by the relevant Department Chair. This person may be given release time for such duties.

Advising for minors and majors:

Advising on minors and majors will be done by the major advisor in consultation with the minor coordinator.

Declaration of a minor:

A minor will be declared through the same process as the declaration or change of major. The registrar's office will, upon the approval of a minor, develop a set of minor prefixes which will be used to designate the appropriate minor.

Transcript and Diploma inclusion for minors:

The minor will be included on both the transcript and the diploma.

Transcript and Diploma inclusion for concentrations:

A concentration will be included on the transcript only and will be done so at the request of the appropriate Dean. The concentration will not appear on the Diploma.