

# BUFFALO STATE COLLEGE

## DIRECTORY OF POLICY STATEMENTS

Policy Number: IV:05:00

Revised: June 2017

Subject: **Proposals for Minors**

Minors may be proposed by departments according to the following guidelines:

- A. Each proposal must include a clear statement of all requirements.
- B. For those minors involving courses from more than one department, consultation with all participating departments is required. Verification that this has taken place must be provided in a cover memo accompanying the proposal. For minors which are interdisciplinary in nature and/or co-sponsored by more than one department, this memo must also designate an appropriate unit which will be responsible for the administration of the proposed minor. In addition, minors that fall within the latter category must indicate approval of participating departments and the appropriate dean on the Minor Routing Check List.
- C. Each proposal must include a statement of impact on the support services of the participating departments.
- D. Each proposal must be accompanied by a completed Minor Program Routing Check List indicating approval of appropriate committees, departments, and administrators.

### **Requirements for Minors.**

According to college policy, each minor program developed and approved must conform to the following guidelines:

1. A minor may not be taken from the same discipline as a student's major program.
2. A 2.0 minimum cumulative grade point average is required for admission to a minor program.
3. A minor shall consist of no fewer than 18 and no more than 21 credit hours of coursework.
4. A minor must include at least 9 distinct credits (i.e., not overlap with primary major requirements or overlap with the requirements of a minor or concentrations).
5. A minor may include no more than half of its credit hours at the lower-division level.
6. A maximum of three courses of transfer credit will be permitted.
7. Students may declare up to two minors.
8. The minor program must include all course prerequisites.

9. Exceptions to these minor proposal requirements must be requested through the College Senate Curriculum Committee with appropriate justifications provided. Student exceptions to any minor program requirements may be petitioned through the Academic Appeals Committee with appropriate justifications provided.
10. Faculty, through their departments and programs, will define disciplinary individualities. An academic minor at Buffalo State is an optional program of study available to undergraduate students and may not be required for graduation from any degree program. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest.

An academic minor at Buffalo State is an optional program of study available to undergraduate students and may not be required for graduation from any degree program. A minor may be used to complement the major course of study, broaden and enhance career opportunities, gain expertise in an area of interdisciplinary studies, or provide in-depth study in a subject of special interest. The minors available at Buffalo State College are specially conceived and carefully structured sequences of courses designed to fulfill these general goals. A minor will be officially recorded on the transcripts when a student has satisfied all requirements for the minor and has attained a 2.0 grade point average in the courses approved for the minor.