

Guidelines for Academic Minors

- 1.) An academic minor is a campus-approved, secondary area of specialized academic study for any bachelor' degree-seeking student and consists of a course sequence in the secondary area of study, providing a degree of specialization within a discipline or across several disciplines. The area of study in an academic minor must be outside the area of study for the student' major, which has been approved by SUNY. Proposals for academic minors are reviewed and recommended by the Curriculum Committee to the Provost of the College for approval. Submission of the proposals to SUNY System is not needed.

- 2.) A proposal for an academic minor must originate from one or more academic departments. When a department proposes an academic minor in an area of study in which the department already has a SUNY-approved major, a justification/rationale for the minor in that area should be provided, along with a description of available faculty and financial resources needed for new courses, if any, that will be required for the minor, and a plan to acquire additional resources if needed. If new courses are needed, the completed New Course Proposal forms must be attached.

- 3.) When a department proposes an academic minor in an area of study in which the department does not have a SUNY-approved major, the proposal will be treated as a new academic program. The proposal should address its alignment with the mission of the College, document market needs for such a minor, indicate available faculty and financial resources needed for the minor, particularly for new courses, if any, that will be required for the minor, and provide a plan to acquire additional resources if needed. If any new courses are needed, completed New Course Proposal forms must be attached.

- 4.) An academic minor must include a minimum of 15 credit hours of required course work with a balance of introductory and advanced courses in the area of study for which the minor is proposed. The proposal should include a list of the required courses for the minor and recommended courses if any, and indicate a minimum GPA in the minor for receiving the academic minor.

- 5.) When the coursework proposed for the minor involves courses offered by two or more departments, the lead department should consult with the other department(s) and obtain their cooperation, agreement, and participation. The proposal should include the acknowledgements by the chairs of those departments.