

Westfield State University

Policy concerning:

Section Academic
number 1170
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APPROVED: February 1983

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ACADEMIC MINORS

PURPOSE

To define and set the criteria to earn an academic minor.

POLICY

Definition of a Minor

A student may include a minor in an academic area different from the major as part of his/her course of study. An academic minor at Westfield State University requires a minimum of 18 credit hours of study; a minimum of six (6) credit hours for a minor must be earned here at Westfield State University; and a minimum GPA of 2.0 must be attained for the coursework fulfilling a minor's requirements.

A student shall be allowed to undertake, complete, and be granted any number of minors. Any other standards, definitions, or requirements for academic minors shall be left to the discretion of the faculty in the individual disciplines, subject to the approval of governance. Details about specific minors and their requirements are included in the departmental listings.

Declaring a Minor

Students must officially declare their intent to complete a minor(s) in order for that information to appear on the official academic transcript. Students must submit the "Declaration of Minor" form to either the Registrar's Office (day students) or to the Division of Graduate and Continuing Education (DGCE students) along with the appropriate signatures. Minors, along with majors and all other graduation requirements, will be certified by the department and/or Registrar upon graduation. An uncompleted declared minor will prevent students from graduating. Students may also use the "Declaration of Minor" form to remove a minor from their record.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.