

## Academic Policy: Academic Minors

Date Effective: November 2017  
Issued By: Academic Affairs  
Contact: Registrar's Office, 814-393-2229

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### Purpose:

This policy is to describe the process and procedures for academic minors.

### Policy:

A minor course of study is an additional course of study a student may take to focus interest in an area other than their major. All minors require at least 18 semester hours in a specified program of study which may be offered within one department or across several departments. Students must take 50% of the credits for the minor through Clarion University. All minors require a minimum grade point average of 2.00.

A student wishing to add an academic minor to their program must fill out a 'Change of Status' form with the student's academic advisor and obtain approval from the department offering the minor. Students may not minor in his or her major. Students cannot elect to take courses as credit-no-record in their minor. Students may also elect more than one minor course of study.

Minors must be declared before the completion of the undergraduate degree. Minors will not be awarded after the degree is awarded with the exception noted below. Satisfactory completion of a minor(s) is shown on the student's academic transcript.

Students who received their undergraduate degree from Clarion and return to take additional credits to complete a minor or complete a new minor must complete the requirements for the minor within two years of completion of the bachelor's degree.

### Procedures:

a. To add a minor to a student's academic program, the student must complete a 'Change of Status' form. The 'Change of Status' may be found in the Office of the Registrar or on the Registrar web page under Academic Forms.

b. The student must then take the 'Change of Status' form to the minor's department chairperson to obtain approval.

c. Once the 'Change of Status' form has been approved by the department, it must be returned to the Office of the Registrar for processing.

Policy informed by PASSHE Board of Governors policy 1985-01-A.