



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Academic Minor
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POLICY STATEMENT:

Goodwin College offers baccalaureate students an opportunity to choose a minor to serve as a secondary area of interest that may extend a student's scope of study in a related field or balance their major through study in a completely different field. The purpose of a minor depends on the student's personal goals and career aspirations. Goodwin College offers students these choices so that students can have flexibility and options when creating their plan of study. While not required for graduation, a minor provides an option for the student who wants an academic focus to augment his/her major. A minor is available only to a matriculated student currently pursuing a baccalaureate degree. Minors are 15 credits and completion of a minor requires that a student earn a C (2.0) grade or better in each of the required courses. No more than 9 credits may be used to meet minor requirements as well as major, general education, and/or concentration requirements. Students may substitute up to six credits with permission of the Department Chair or Program Director. A maximum of 6 transfer credits may be applied toward the minor. At this time a student may not earn more than one minor.

PROCEDURE DETAILS:

Anyone at the College may propose that a particular minor be created. The suggestion need not come from an individual within the department in which the minor will ultimately be housed. Curriculum Faculty that are content area specialists are charged with designing the curriculum of any new minor. Faculty may design the curriculum using courses already in the Goodwin catalog or with the creation of new courses (if new courses are being created then faculty must also follow the procedure for new courses) Program Director and/or Department Chair must determine if the minor fits within the scope of/adds to their department offerings and give/deny approval. Once the minor is fully developed (including any required new courses) it goes to the Academic Affairs Committee. Academic Affairs Committee reviews the minor to see that it fits within and does not replicate current College offerings and meets the requirements established by the policy on minors. The Program Director and/or Department Chair is tasked with ensuring that the approved minor is put into the College catalog and that a plan of study is created for the minor.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

N/A

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Registrar

HISTORY: Created March 2011, Reviewed 7/26/2012, 2013, 2014, 2015, 2016, 2017

EFFECTIVE DATE:	March 2011
RESPONSIBLE OFFICE (ONLY ONE):	Registrar
REVIEW DATE:	Annually

APPENDIX:

N/A