**Undergraduate Minors** *American University of Armenia*

*Effective as of: Policy for Publication*

*Policy Number: ACAD20200032*

What is a minor?

An undergraduate minor at AUA is a coherent set of thematically related courses intended to broaden/complement a student’s learning and experience.

Minors are optional. Undergraduate students may complete a minor(s) if they choose to do so. However, there is no requirement to do so.

In case the completion of a minor requires additional credits and/or additional time at AUA, the relevant procedures and policies willapply. There may be financial repercussions to choosing a minor.

Criteria for completion of a minor

No more than three credits can be counted from the major credits toward the minor.

*Credits counted as student’s General Education requirements may also be counted toward the minor.*

At least 50% of courses counted within the minor must be taken at AUA.

Procedure - Declaring interest in pursuing a a minor

Students declare their intent to pursue a minor through the Registrar’s office before the end of their sophomore year. Students are encouraged to declare earlier to ensure appropriate advising. Students must also identify the minor when completing the Petition to Graduate form.

A minor will be documented on a student’s transcript but will not appear on the diploma.

Procedure (Internal)

Proposing a minor:

\* Any faculty member or group of faculty members can make a recommendation to their program/College/School.

\* Once a minor is recommended, a committee shall be formed which includes the faculty member(s) who initially recommended the minor and at least one additional faculty member, and preferably at least one faculty member from another program. The committee shall develop a proposal. Proposals for minors must be vetted through an academic program and then the College/School and then submitted by the Dean to the Curriculum Committee.

\* Recommendations must be accompanied by a brief description, goals and student learning outcomes, curriculum map, budget, need, and context for the minor at AUA and in Armenia

\* Minors must be approved by the Curriculum Committee, and the Administration (for budget, operational requirements, alignment with the University’s Mission, etc., as needed) before being advertised or offered.

The following general criteria will be utilized for approving new minors

\* Minors at AUA typically consist of between 15 and 22 credits, a minimum of 6 of which must be upper division credits.

\*Proposals should demonstrate the long-term sustainability of the minor as well as appropriate fit with current offerings.

**Related Documents**

**Residency and Graduate Continuous Enrollment**

**Grade Policies**

**Transfer Credit**

**Program and Major Change**