



# POLICY AND PROCEDURE

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Goodwin University 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. 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 to 18 credits. 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. A maximum of 6 transfer credits may be applied toward the minor. Students may earn more than one minor.

## PROCEDURE DETAILS:

When it is identified that the creation of a new minor would be beneficial to the University, a faculty member, a Program Director and/or Dean must design the curriculum using courses already in the catalog or through the creation of new courses. If new courses are created, the New Course Policy must be followed for the course(s) to be approved and added to Sonis and the catalog.

Once the minor is fully developed, the faculty must complete the Application for Academic Minor. The Application for Academic Minor is sent to the Chair of the Academic Affairs Committee via e-mail and is added to the agenda in the next meeting. The Academic Affairs Committee will review the minor to see that it fits within and does not replicate current University offerings. The final approvals from the Dean and Provost are added to the Application and sent electronically to the Registrar's office for record keeping and storage.

The Program Director and/or Dean is responsible for having the approved minor put into the University catalog. The Registrar's Office is responsible for creating a plan of study for the new minor.

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

UNIVERSITY 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, 11/2019  
Updated with new logo/university 01/09/2020

<b>EFFECTIVE DATE:</b>	March 2011
<b>RESPONSIBLE OFFICE (ONLY ONE):</b>	Academic Affairs
<b>REVIEW DATE:</b>	Annually

**APPENDIX:**  
Minor Application Form: <https://www.goodwin.edu/files/pdfs/policies/academic-minor-form.pdf>