



11.99.99.C0.01 Academic Minors

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Revised: May 8, 2017
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Procedure Statement

Texas A&M University-Corpus Christi offers a variety of academic minors across its colleges.

Reason for Procedure

This procedure outlines the university requirements for offering and completing academic minors and assigns responsibilities related to academic minors.

Procedures and Responsibilities

1. GENERAL CRITERIA

The general criteria for offering and completing academic minors at Texas A&M University-Corpus Christi are as follows:

- (a) At least 18 semester hours will be required in the area of the minor (excluding prerequisites); the maximum number of hours will be limited to 23.
- (b) At least 6 hours of upper level courses will be included.
- (c) All prerequisites for required courses will be explicitly stated and completed by the student.
- (d) At least 9 semester credit hours in the area of the minor must be completed in residence at Texas A&M University-Corpus Christi.

2. RESPONSIBILITIES OF A COLLEGE/DEPARTMENT OFFERING A MINOR

- 2.1. A college seeking to offer a minor will request approval for the minor through the appropriate university channels and receive approval before designating the minor.

- 2.2. The college offering the minor will be responsible for decisions in the following areas:
 - (a) Requirements for the minor
 - (b) Grade point average (GPA) requirements; however, GPA must be at least 2.0
 - (c) Advising requirements and procedures
 - (d) Application for selecting a minor and clearance for graduating with a minor
- 2.3. Interdisciplinary minors will be handled by the college approved to offer the minor with support from qualified faculty from the other discipline(s).
- 2.4. A college may offer a minor in any area whether or not that area has a major providing that there are qualified faculty in the discipline to develop and offer the curriculum.

3. RESPONSIBILITIES OF THE UNIVERSITY REGISTRAR

The following actions will be the responsibility of the University Registrar:

- (a) Adding an option for a minor on the application for graduation
- (b) Listing the minor and date completed on the student transcript

4. REVIEW AND APPROVAL PROCESS

The review and approval process for academic minors follows that of catalog revisions and is outlined in university procedure *11.10.99.C0.02, Development of Courses and Catalog Revisions*.

5. GUIDELINES REGARDING GRADUATION WITH A MINOR

- 5.1. A student may be able to count certain courses for both major and minor(s) requirement(s).
- 5.2. After applying for graduation, if a student fails to complete the requirements for the minor but meets the requirements for graduation, the student will be graduated without the minor.
- 5.3. A student may graduate with more than one minor if he/she meets all the requirements.

6. COMPLETION OF A MINOR FOLLOWING DEGREE CONFERRAL

- 6.1. A student who already holds a bachelor's degree from this university and who wishes to complete requirements for a minor may do so by completing all course work in the minor and by fulfilling any other requirements mandated by the college offering the minor within five (5) years of graduation. A notation indicating that all requirements for each minor have been completed will be added to the official Texas A&M University-Corpus Christi transcript; the transcript will state that a minor has been completed.
- 6.2. If the requirements for a minor are satisfied following degree conferral, credits earned during the satisfaction of the minor have no effect on the GPA of the previously awarded degree. That is to say, the degree becomes sealed at conferral. It may not be altered except to address a factual error, such as an incorrectly computed or recorded grade.

Related Statutes, Policies or Requirements

University Procedure *11.10.99.C0.02, Development of Courses and Catalog Revisions*

Contact Office

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