

## Academic Policy: Academic Minors

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

---

### 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 major, minor or get a certificate in the same area simultaneously. Students may return to complete a higher level progression than what was originally earned (ie. Paralegal certificate first and then a BSBA Paralegal after returning). Students cannot elect to take courses as credit-no-record in their minor. Students may also elect more than one minor course of study. Satisfactory completion of a minor(s) is shown on the student's academic transcript.

Minors will not be awarded after the degree is awarded with the following exception: 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 procedure/standard number 1985-01-A.

Last Updated 3/2019