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| <u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE | POLICY NUMBER: | PAGE NUMBER |
| | CHAPTER: | Academic Policies |
| | SUBJECT: | Degree Requirements: Minor Completion |
| RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs | EFFECTIVE DATE: | 2/10/10 |
| | SUPERSESION: | |
| |  Dr. David P. Svaldi President | |

Minor completion

I. POLICY:

A minor will not be granted until a student completes the requirements for a major.

II. PURPOSE:

This policy determines the pre-requisites to the granting of a minor.

III. DEFINITIONS:

- A. Major Requirements: Courses in the area/discipline in which the student has chosen to specialize.
- B. Minor: The secondary areas in which a student intends to specialize.
- C. Pre-requisites: Those courses or requirements that must be completed prior to enrolling in a course or program.

IV. PROCEDURES:

- A. The student will complete all requirements for their major.
- B. The student may enroll in classes towards their minor while completing coursework for the major.
- C. The academic advisor in the minor area will assist the student in selecting appropriate course in the minor.

V. RESPONSIBILITY:

- A. The student is responsible for completing the required coursework at the appropriate time and for knowing the requirements for the degree, the major and the minor.
- B. The academic advisor, or advisors, are responsible for assisting the student in enrolling in the required courses at the appropriate time.

VI. AUTHORITY:

ASC General Catalog 2006-2007

VII. HISTORY:

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April 12, 2006
February 10, 2010

VIII. ATTACHMENTS:

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