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:

April 12, 2006
February 10, 2010
Revised July 12, 2012
Reviewed February 24, 2014

VIII. ATTACHMENTS:
<table>
<thead>
<tr>
<th>CHAPTER:</th>
<th>SUBJECT</th>
<th>POLICY #</th>
<th>Page 2 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td>Minor Completion</td>
<td>100-09-07</td>
<td>Reviewed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>February 24, 2014</td>
</tr>
</tbody>
</table>