

## **CIAS – MINORS POLICY**

(RIT Policy Number: D1.1)

### Section I – Definition

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester (20 quarter) credit hours leading to a formal designation on a student's baccalaureate transcript. This policy pertains to minors created and approved in CIAS.

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student's major program. A minor may be related to and complement a student's major, or it may be in a completely different academic/professional area.

In most cases, minors shall include a minimum of two upper (300-499) division courses to provide reasonable breadth and depth within the minor.

All CIAS minors will be listed on the CIAS website ([www.rit.edu/cias](http://www.rit.edu/cias)).

### Section II – Student Eligibility

- A. Only matriculated students may enroll in a minor.
- B. Students eligible for the proposed minor will be approved, upon application, by the department as part of the minor development process.
- C. Students may pursue multiple minors, however a minimum of nine of the 15 semester (12 quarter) credit hours must be unique to each minor; these courses may not be counted towards other minors or program requirements.
- D. The residency requirement for a minor is a minimum of nine semester (12 quarter) credit hours consisting of RIT courses (excluding "X" graded courses).

### Section III – Institutional Parameters

- A. Minors may be discipline-based (e.g. Imaging Systems) or interdisciplinary (e.g. Packaging).
- B. The minor must consist of at least nine semester (12 quarter) credit hours of courses not required by the student's major program.
- C. Posting of the minor on the student's academic transcript requires a minimum grade of "C" in each of the minor courses.
- D. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

#### Section IV – Admission into a Minor

- A. Student should submit the minor application form to CIAS Student Services for approval. Any required prerequisites will be identified and indicated on the minor application.
- B. The CIAS school offering the minor (in the case of interdisciplinary minors, the designated college/department/school) and Student Services is responsible for the following:
  - 1. enrolling students in the minor (as space permits)
  - 2. monitoring students' progress toward completion of the minor
  - 3. authorizing the recording of the minor's completion on student's academic records
  - 4. course substitutions
  - 5. responding to student requests for removal from the minor

#### Section V – Minor Approval Process

- A. Minors may be developed by faculty at the school, inter-school, college, or inter-college level.
- B. Minor proposals must be approved by the CIAS undergraduate curriculum committee before being sent to the Inter-College Curriculum Committee (ICC) for final consideration and approval. In the case of an inter-college minor, proposals should be approved by CIAS's undergraduate curriculum committee and the partnering college's undergraduate curriculum committee before submission to ICC.
- C. As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree.

#### Section VI – Procedures for Minor Revisions

It is the duty of the CIAS School that develops the minor and the CIAS undergraduate curriculum committee to maintain the program's structure and coherence. Once a minor is approved by the ICC, changes to the minor that do not have a significant (less than 20% of requirements) effect on its focus may be completed with the approval of the involved CIAS School and the CIAS curriculum committee. Significant changes in the focus of the minor must be approved by the appropriate CIAS School's curriculum committee, the CIAS undergraduate curriculum committee and be resubmitted to the ICC for final consideration and approval. Any approved changes to the minor must be communicated to CIAS Student Services and to students enrolled in the minor.