College Council Curriculum Committee

**Resolution for the Criteria and Process for Proposing an Academic Minor**

Whereas the current College Catalog offers one Academic Minor in Physics (p. 122); and whereas other disciplines have courses and offerings appropriate for designing Academic Minors; and whereas other CUNY Senior Colleges offer students a wide variety of single-discipline and multidisciplinary Academic Minors, such as John Jay College[[1]](#footnote-1), Baruch College[[2]](#footnote-2), Hunter College[[3]](#footnote-3), and Brooklyn College[[4]](#footnote-4), be it resolved that the New York City College of Technology shall adapt this Resolution for the Criteria and Process for Proposing an Academic Minor in order to create these valuable academic opportunities for our students and to encourage students to broaden their education across academic disciplines.

**Criteria for an Academic Minor**

1. General Criteria of an Academic Minor:
	* The Academic Minor requires a minimum of 12 credit hours.
	* Students enrolled in the Academic Minor must a grade of 2.0 or higher for all courses used to earn the academic Minor.
	* One course must be designated as a required course for the Academic Minor; for multidisciplinary Academic Minors, this course can be one of a designated group of courses.
2. Application for an Academic Minor
	* Students are encouraged to contact the Minor Coordinator or Chair as early as possible and to apply for an Academic Minor no later than completion of 60 credits.
	* The Declaration of Academic Minor form must be completed and signed by the student and Minor Coordinator or Chair.
	* The Declaration of Academic Minor form must also be signed by the student’s Major advisor.
	* The student must submit the completed and signed Declaration of the Academic Minor form to the Registrar.
3. Validation of the Academic Minor
	* Upon completion of the Academic Minor, the Academic Minor Validation form must be completed and signed by the student and the Minor Coordinator or Chair
	* The Academic Minor Validation form must also be signed by the student’s Major advisor
	* The student must submit the completed and signed Academic Minor Validation form to the Registrar
4. An Academic Minor can only be conferred in conjunction with a Baccalaureate Degree. Associate Degrees are not eligible for Academic Minors.
5. An Academic Minor cannot be declared after a Baccalaureate Degree has been conferred.
6. Only one Academic Minor can be pursued per Baccalaureate Degree.
7. An Academic Minor will be optional for students and cannot be required by an academic program.
8. Completion of an Academic Minor will be noted on the student's official transcript and will be conferred at the same time that the degree is conferred.
9. Course substitutions for the Academic Minor must be approved by the Minor Coordinator or Chair. Course substitutions should be clarified by the Minor Coordinator or Chair on the Validation of the Minor form.
10. Use of E-permits toward the Academic Minor must be approved by the Minor Coordinator or Chair. Approved E-permits must be clarified by the Minor Coordinator or Chair on the Validation of the Minor form.
11. Students who delay submission of the Declaration of an Academic Minor form *may* risk exceeding 120 credits, which may delay graduation and may affect financial aid eligibility. This risk also applies to students enrolled in Majors that require an excess of 120 credits to graduate and intend to complete an Academic Minor.
12. Students will generally be able to complete their intended Major and Academic Minor within the minimum required credits for their Major (usually 120) if they file for the Academic Minor no later than successful completion of 60 credits. Full-time students who elect to complete an Academic Minor must be prepared to carry more than 12 credits each semester in order to fulfill requirements for the Academic Major and Minor. When completing the initial Declaration of Academic Minor form, students should be advised by the Minor Coordinator or Chair, who will demonstrate how the Academic Minor can be attained in coordination with the students’ Academic Major as efficiently as possible.
13. Students will be allowed to rescind the Declaration of the Academic Minor form at any time prior to the conferral of graduation.
14. Residency requirement: students must complete a minimum of 50% of credit hours applicable to the Academic Minor while in residence at City Tech. Courses taken through e-permit can be included in this 50% residency requirement. Students who transfer to the College with 60 credits or more and intend to pursue an Academic Minor are encouraged to consult the Minor Coordinator or Chair and file their Declaration of Academic Minor form by the end of the first completed semester.
15. The above criteria are synthesized here for inclusion in the College Catalog and other informational media for students:

An Academic Minor is a path of study designed to enable students to pursue a second field of specialization. Academic Minors are intended to officially recognize students’ attainment of knowledge in more than one academic field and to encourage students’ goals of broadening their education across academic disciplines.

An Academic Minor requires a minimum of 12 credit hours. Academic Minor requirements must be completed with a 2.0 grade point average or higher. At least 50 percent of these credits must be taken at the College.

Students pursuing an Academic Minor should consult the Minor Coordinator or Chair in the appropriate department as early as possible. Students are encouraged to declare an Academic Minor no later than successful completion of 60 credits, in order to fulfill requirements for their Academic Minor and their Major within 120 credits. After consulting with the Minor Coordinator or Chair, students must declare an Academic Minor by completing the Declaration of Academic Minor Form and submitting this form to the Registrar.

Students filing for graduation must consult with the Minor Coordinator or Chair, complete the Validation of the Academic Minor form, and submit this form to the Registrar. Successful completion of an Academic Minor will be conferred at the same time that the degree is conferred and will be noted on students’ official transcripts.

**Note:** Academic Minors may not be conferred retroactively upon students who have already graduated. Only one Academic Minor can be pursued per Baccalaureate Degree.

**Justification for the Process of Proposing an Academic Minor**

1. All proposed Academic Minors will be designated as a major curriculum change.
2. Proposals for a new Academic Minor should follow the College Council Curriculum Committee calendar and deadlines for major proposal changes. Major proposal changes must be reviewed and signed by the appropriate Dean.
3. Components of a proposal for a new Academic Minor:
	1. title of the Academic Minor.
	2. description of the Academic Minor that includes the purpose and goals of the academic Minor.
	3. learning outcomes and intellectual rationale for the Academic Minor.
	4. an assessment plan for measuring learning outcomes and student achievement of educational goals. This internal evaluation plan should show how the proposed academic Minor will be monitored during the first five years after its implementation.
	5. GPA minimum: indicate that students must have a grade of 2.0 or higher for all courses used to earn the Academic Minor.
	6. total number of academic credits required for the Academic Minor with a minimum of 12 credits or more.
	7. an overview of the intended curriculum. This overview should include a list of courses and credits required for the Academic Minor and should clearly distinguish between flexible and required courses for the Academic Minor
	8. a course plan or map that provides an example of how a student who apply right after completing 60 credits can meet the requirements of the Academic Minor within the 120 credits of a Major degree program at City Tech.
	9. identification of the Academic Minor Coordinator or Chair. This Minor Coordinator or Chair should be identified on the website of the corresponding department or departments. This Minor Coordinator or Chair will be responsible for advising students how the Academic Minor can be attained in coordination with the students’ Academic Majors as efficiently as possible. (See item 12 above.)
	10. Proposal materials must include and adhere to City Tech’s [statement of Diversity and Inclusion](https://openlab.citytech.cuny.edu/dice/commitment-to-diversity-and-inclusion-syllabus-statement/) (<https://openlab.citytech.cuny.edu/dice/commitment-to-diversity-and-inclusion-syllabus-statement>
	11. Recommended: To provide clarity for interested students, after the Academic Minor is approved, a detailed description of the academic Minor should appear on the website of the corresponding department or departments. This description should include the identification of and contact information for the Academic Minor Coordinator or Chair and the recommended course plan to complete the Academic Minor. See the Minors page at John Jay for a model: <http://jjay.smartcatalogiq.com/2020-2021/Undergraduate-Bulletin/Minors>

This resolution was prepared by Professors Jennifer Sears-Pigliucci, Elizabeth Milonas, Masata Nakamara, and Elizabeth Schaible, and Tasha Rhodes, Registrar.

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1. As of 11/01/20 John Jay College offers approx. 45 Minors: <https://www.jjay.cuny.edu/minors-requirements> [↑](#footnote-ref-1)
2. As of 11/01/20 Baruch College offers approx. 55 Minors: <https://enrollmentmanagement.baruch.cuny.edu/undergraduate-admissions/minors/>/ [↑](#footnote-ref-2)
3. As of 11/01/20, Hunter College offers approx. 62 Minors: <https://ww2.hunter.cuny.edu/students/academic-planning/majors-minors-and-certificates/> [↑](#footnote-ref-3)
4. As of 11/01/20, Brooklyn College offers approx.. 91 Minors: <https://www.brooklyn.cuny.edu/programs/displayMinors.ctl?div=U> [↑](#footnote-ref-4)