

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President for Academic Affairs

Implementing Authority: Office of the Registrar

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Academic Minors – Policy & Procedures

1.0 Purpose

- 1.1 This policy establishes the requirements and procedures for undergraduate students to declare and complete an academic minor at the University.
- 1.2 Minors broaden students' knowledge and skills beyond the major, supporting academic development, personal interests, and professional goals.
- 1.3 Completion of a minor demonstrates to potential employers that AUIB graduates have broadened expertise and the initiative to extend their learning beyond the major.

2.0 Scope

- 2.1 This policy applies to all undergraduate degree-seeking students who wish to declare and complete a minor.

3.0 Definitions

- 3.1 Minor – A prescribed set of courses in a subject area outside of the student's major program, designed to provide secondary expertise.
- 3.2 Major Elective – A course selected from an approved list of electives within a student's major program. In some cases, major electives may also count toward minor requirements, subject to this policy.
- 3.3 Declaration of Minor – The formal process of requesting and recording a minor program of study through the Registrar's Office.

4.0 Policy

- 4.1 General Requirements
 - 4.1.1 A minor requires completion of 15 credit hours, as specified by the department offering the minor.
 - 4.1.2 Completion of a minor is optional. Students may graduate without declaring or completing a minor.
 - 4.1.3 A minor will be awarded only when all approved minor requirements are successfully completed and verified during the graduation audit.
- 4.2 Eligibility to Declare a Minor
 - 4.2.1 To declare a minor, students must:
 - Be enrolled in an undergraduate degree program (not as independent, non-degree students);
 - Have successfully completed at least one course related to the proposed minor field;
 - Have earned a minimum of 30 credits toward their major program requirements; and have at least a 2.0 cumulative GPA at the time of declaration.



- 4.2.2 For successful completion of a minor, students must maintain a minimum 2.5 GPA in courses applied toward the minor.
- 4.3 Double Counting and Unique Credits
- 4.3.1 With approval, courses designated as major electives may also count toward minor requirements, provided the courses are included in the approved minor curriculum.
- 4.3.2 Students may double-count a maximum of 9 credit hours between their major and minor requirements. Departments must clearly identify which courses qualify for overlap.
- 4.3.3 Students must complete a minimum of six (6) credit hours within the minor as unique credits that are not applied toward the major.
- 4.4 Number of Minors
- 4.4.1 Students may declare and complete a maximum of two (2) minors in addition to their major. Minors may be completed concurrently.
- 4.5 Recognition and Documentation
- 4.5.1 Successful completion of a minor will be recorded on the student's official transcript. Upon request, the Registrar may issue an official statement verifying completion of the minor. The University does not issue a separate diploma or certificate for a minor.
- 4.6 Financial Responsibility / Scholarships
- 4.6.1 Minors may require students to enroll in credit hours beyond the minimum degree requirements. Students are responsible for any tuition and fees associated with additional credits.
- 4.6.2 Scholarship coverage of additional credits depends on the terms and conditions of each student's scholarship award. Students must consult the Financial Aid Office to confirm whether minor-related credits beyond degree requirements are covered.

5.0 Procedures

- 5.1 Declaration of Minor and Advising
- 5.1.1 Students who wish to declare a minor shall consult with their primary academic advisor before submitting a Minor Declaration Form.
- 5.1.2 During advising, the academic advisor shall:
- Review minor requirements as published in the University Catalog;
 - Identify courses eligible for double counting (if applicable); and determine which courses must be completed as unique credits in accordance with this policy.
- 5.1.3 The academic advisor shall inform the student of:
- The maximum allowable double-counted credits; and
 - The requirement for a minimum of six (6) unique credits within the minor.
- 5.2 Minor Declaration and Approval
- 5.2.1 The student shall complete the Minor Declaration Form and submit it to the Registrar's Office.
- 5.2.2 The Registrar's Office shall verify the student's eligibility to declare the minor and forward the form to the dean of the college offering the minor.
- 5.2.3 The dean of the college offering the minor shall review the declaration to ensure academic consistency and compliance with institutional standards.
- 5.2.4 Upon approval, the college dean shall forward the approved documentation to the Registrar's Office for processing.

5.3 Registrar Processing and Degree Audit

5.3.1 The Registrar's Office shall:

- Record the approved minor in the Student Information System (SIS);
- Apply approved double-counted courses in accordance with this policy; and ensure accurate degree audit tracking.

5.3.2 The Registrar's Office shall serve as the final authority for verification of compliance at the time of graduation clearance.

5.4 Requests for Exceptions

5.4.1 Students seeking an exception to the credit limits or requirements outlined in this policy shall submit a written request through their academic advisor.

5.4.2 Exception requests must include:

- Academic justification.
- Supporting documentation.
- A proposed course plan.

5.4.3 Exception requests shall be reviewed by the relevant Department Chair and the College Dean, in consultation with the Registrar.

5.4.4 Approved exceptions shall be documented and retained in the student's academic file.

Related Policies and Documents

Minor Declaration Form

Student Records Policy