

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Vice President for Academic Affairs

Implementing Authority: Office of the Registrar

Effective Date: September 2025

Review: August 2028

Minors - Policy & Procedures

1.0 Purpose

- 1.1 This policy establishes the framework for students to pursue and complete an academic minor at the University. Minors broaden students' skills and knowledge beyond their major, supporting personal interests, academic development, and professional aspirations.
- 1.2 On a professional level, the completion of a minor signals to potential employers that AUIB students possess diverse expertise, flexibility, and initiative in making use of the University's course offerings.

2.0 Scope

- 2.1 This policy applies to all undergraduate students at the University 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 count toward both the major and the minor requirements.
- 3.3 Declaration of Minor - The formal process of notifying the Registrar's Office of intent to pursue a minor program of study.

4.0 Policy

- 4.1 Students must formally declare a minor no later than the end of their second year of study to allow adequate time for completion prior to graduation.
- 4.2 A minor requires completion of 15 credit hours, as specified by the department offering the minor.
- 4.3 With approval, major electives may also count toward minor requirements, provided the courses are listed as part of the approved curriculum for the minor.
- 4.4 Minors are optional; students may graduate without completing a minor.
- 4.5 Students may double-count a maximum of 9 credit hours between their major and minor requirements (typically major electives or approved courses). Departments must clearly identify which courses qualify for overlap.

Eligibility

- 4.6 Students must be enrolled in an undergraduate degree program (not as independent, non-degree students).
- 4.7 Students must have completed at least 60 credits (junior standing).
- 4.8 Students must have at least a 2.0 GPA at the time of declaration and must maintain a 2.5 GPA in courses applied toward the minor for successful completion.

Number of Minors

- 4.9 Students may declare and complete a maximum of two (2) minors in addition to their major. A second minor may only be declared if the requirements of the first minor have been completed.

Graduation Requirements

- 4.10 Students must successfully complete the requirements of both their degree/major and their declared minor(s) in order to graduate.

Recognition

- 4.11 Successful completion of a minor will be recorded on the student's official transcript. Upon request, the Registrar may also issue an official statement verifying the completion of a minor. AUIB does not issue a separate diploma or certificate for a minor.

Financial Responsibility Scholarships

- 4.12 Minors may require students to register for additional credit hours beyond the minimum degree requirements. Students are responsible for any tuition and fees associated with these additional credits.
- 4.13 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 their scholarship covers minor-related courses that extend beyond degree requirements.

5.0 Procedures

Declaring a Minor

- 5.1 Students must first consult with their primary academic advisor regarding intent to pursue a minor.
- 5.2 Eligible students must submit a Minor Declaration Form to the Registrar's Office.
- 5.3 The Registrar, in consultation with the relevant academic department, will verify that the student can complete the minor within the expected time to degree.
- 5.4 The Registrar verifies completion of all minor requirements during the degree audit process.

Related Policies and Documents

Minor Declaration Form
Student Records Policy