



### Policy on Undergraduate Academic Minors

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<b>Policy Administrator:</b>	Provost & VP Academic Affairs
<b>Policy Initiator:</b>	Provost
<b>Authority:</b>	<b>CSU Executive Order 1071</b>
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<b>Revised Date:</b>	
<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:** This policy provides guidance to undergraduate students matriculated at California State University Maritime Academy (Cal Maritime) seeking to complete an academic minor after enrollment.

**Scope:** This policy applies to all undergraduate students enrolled at Cal Maritime.

**Accountability:** The Registrar, with support of the academic departments, academic deans, and Provost, is responsible for administering this policy and ensuring compliance.

**Policy:**

It is the policy of Cal Maritime to permit undergraduate students to pursue a minor, in addition to their academic major, so long as the student is able to complete both the major and minor concurrently subject to the requirements listed below.

**Procedure:**

A. Definition

An academic minor is defined as a coherent set of courses that constitutes a secondary academic discipline pursued by a student during their undergraduate studies. A minor is not required for graduation. The minor is a curriculum that is predominantly separate from the major.

B. Declaring Academic Minor Procedures

Students interested in completing a minor must follow the procedures detailed on the “Application for Minor” form and meet the minimum standards provided therein. Application for a minor will take into consideration numerous factors including, but not limited to, student academic progress, space restrictions, and time to degree completion.

### Curricular Requirements of the Minor:

1. Minor must consist of no less than 12 units.
2. A minor must include a minimum of 6 (six) units of upper-division (300-level or above) courses.
3. A minimum of 6 (six) units in the minor must be different from any courses counted in the major.
4. If courses are required both for the major and minor, courses shall be double-counted given Requirement #3 above is met.
5. A minimum of 6 (six) units must be taken in residence at Cal Maritime.

### Requirements and Guidelines for students seeking a minor are as follows:

1. Students must develop a plan to complete a minor and receive approval from the minor advisor prior to submitting the Application for Minor form.
2. Students must submit an Application for Minor form no later than one academic year prior to applying for graduation.
3. Students may not receive a minor and a major in the same or substantially similar discipline as determined by the School Dean(s) and Department Chair(s) of those programs offering the major and minor.
4. Students must have a minimum cumulative GPA of 2.5 in order to declare a minor.
5. Students must complete all coursework for the minor with a "C" or better.
6. A student who began at Cal Maritime as a freshman must complete coursework for the major and minor within 5 (five) academic years. A student who began at Cal Maritime as a transfer or second baccalaureate student must complete coursework for the major and minor in no more than 4 (four) academic years. The plan for completion within the correct timeframe is required on the Application for Minor form.
7. A student who has completed all coursework required for the major cannot remain matriculated for additional terms in order to complete the minor.
8. Courses required to fulfill the minor are not guaranteed to be offered; preference will be given to students needing classes to fulfill graduation requirements of a particular major.
9. Students completing a minor will receive a notation on the transcript but the minor will not appear on the diploma.