
Policy on Minor Programmes

Title:	Minor Programmes
Policy number:	POL 032
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	12/03/2007
Date of Board approval if required	06/12/2023
Effective date of implementation	12/03/2007
Frequency of review required	3 years
Replacing or superseding information	This policy supersedes 2015-19-POL-AC and all policies and practices relating to Minor Programmes. History: AB 07-35
Revision number	
Responsible Office	Academic Affairs
Accountable Officer	Vice President, Academic Affairs
Related legislation, regulation, policy, or policies	N/A
Appendix/Appendices	None

1. **Authority**

The Academic Senate.

2. **Purpose**

This policy establishes guidelines and procedures that will regulate Minor Programmes.

3. **Scope**

This policy applies to the development and/or revision of all minor programmes at University of The Bahamas (UB).

4. **Definitions**

N/A

5. **Policy Statement**

5.1. General

- 5.1.1. A minor is a second area of concentration taken along with a major that allows students to explore an area of general interest. A minor consists of a coherent sequence of courses that takes a student well beyond the introductory level in an academic field, subject matter and/or discipline but which is not sufficient to constitute a major. A minor promotes the intellectual growth of students, enhances their professional profile and increases their career opportunities and opportunities for further studies.
- 5.1.2. Normally, all students in a bachelor's degree programme may pursue a minor programme of study. However, professional programmes (for example, education or nursing) which lead to certification or licensure may prohibit the pursuit of a minor programme of study.
- 5.1.3. Students may not pursue two minors, as the additional sequence of courses will invariably lead to a timeframe beyond the four-year frame approved for baccalaureate programmes, and students may not pursue a minor in their major area of study.
- 5.1.4. Minors are recorded on the student's permanent student record (transcript) and on the baccalaureate diploma.

5.2. Entry Requirements

Students who wish to pursue a minor must

- 5.2.1. Complete at least 30 credits of university level coursework at UB and have a minimum cumulative grade point average of 2.00.
- 5.2.2. Consult with the designated academic advisor for their major area of study.
- 5.2.3. Obtain written approval, in the form of the Minor Student Advisement Form/Contract of Study, from the School/Academic Unit responsible for the minor programme.

5.3. Programme Requirements

- 5.3.1. Normally, a minor shall consist of no fewer than 18 and no more than 21 credits of graded work in a specified programme of study. Of these 18 credits, students must complete at least 9 credits at the lower level (inclusive of at least one 200-level course) and 9 at the upper level (inclusive of at least one 400-level course). However, some minor programmes in Pure and Applied Sciences may require that students complete no fewer than 20 and no more than 24 credits. Of these 20 credits, students must complete at least 12 credits at the lower level (inclusive of at least one 200-level course) and 8 at the upper level (inclusive of at least one 400-level course).
- 5.3.2. Students who pursue a minor area of study must complete all major area and general education requirements.
- 5.3.3. Credits used to fulfill a major area or general education requirement may not be used to fulfill a minor requirement.
- 5.3.4. Only courses to which academic credit is attached may be used to fulfill a minor program requirement.
- 5.3.5. Students must achieve a grade point average of 2.00 for all courses in the minor.

5.4. Transfer Credits

- 5.4.1. Students may transfer no more than two courses in a minor programme.
- 5.4.2. Transfer credits will normally be awarded for courses for which there are University of The Bahamas equivalents.
- 5.4.3. Transfer credits will be awarded for courses in which grades of “C” or higher are achieved and the minimum cumulative grade point average is 2.00.
- 5.4.4. Transfer credits will not be awarded for credits earned more than 10 years prior to admission to University of the Bahamas.
- 5.4.5. Courses for which transfer credits have not been approved are not eligible for course exemptions.
- 5.4.6. Transfer credits will be considered for a minor program of study after students have submitted the following to the designated academic advisor for the minor programme:
 - 5.4.6.1. Copy of an official transcript; and
 - 5.4.6.2. Official course outline for each course for which transfer credit is being requested.

5.5. Regulations for the Approval of Minor Programmes

Application for the approval of a minor programme of study shall be made to the Academic Senate and shall consist of the following:

- 5.5.1. A rationale for the minor, indicating its projected student population and intake;
- 5.5.2. The programme structure, detailing the courses to be included at the lower and upper levels as well as their sequence;
- 5.5.3. An implementation plan indicating the programme advisor, current and required faculty, existing and required resources and facilities, costing and funding for the programme; and
- 5.5.4. Course Proposal Forms for courses in the minor.

NOTE: In those instances where the minor programme of study is in an area that is new to the University, for example, there is no bachelor's degree programme (or no lower and upper-level courses in the proposed minor programme of study), the rationale for the minor shall indicate its feasibility, sustainability and projected student intake.