# 11.99.99.C0.01 Academic Minors

Revised: October 6, 2025
Next Scheduled Review: October 6, 2030
Revision History

## Procedure Summary

Texas A&M University-Corpus Christi (TAMU-CC) offers a variety of academic minors across its academic units (e.g., college, school). This procedure outlines the university requirements for offering and completing academic minors and assigns responsibilities related to academic minors.

## Procedure

1. GENERAL

    1.1. The general criteria for offering and completing academic minors at TAMU-CC are as follows:

        (a) At least 18 semester credit hours will be required in the area of the minor (excluding prerequisites); the maximum number of semester credit hours will be limited to 23 hours;

        (b) At least six (6) semester credit hours of upper-level courses will be included;

        (c) All prerequisites for required courses will be explicitly stated and completed by the student; and

        (d) At least nine (9) semester credit hours in the area of the minor must be completed in residence at TAMU-CC.

    1.2. A student cannot declare a major and minor in the same specific area of study.

2. RESPONSIBILITIES OF AN ACADEMIC UNIT OFFERING A MINOR

    2.1. An academic unit seeking to offer a minor will request approval for the minor through the appropriate university channels and receive approval before designating the minor.

    2.2. The academic unit offering the minor will be responsible for decisions in the

following areas:

(a) Requirements for the minor

(b) Grade point average (GPA) requirements; however, GPA must be at least 2.0

(c) Advising requirements and processes

(d) Application for selecting a minor and clearance for graduating with a minor

2.3. Interdisciplinary minors will be handled by the academic unit approved to offer the minor with support from qualified faculty from the other discipline(s).

2.4. An academic unit may offer a minor in any area whether or not that area has a major, providing that there are qualified faculty in the discipline to develop and offer the curriculum.

3. RESPONSIBILITIES OF THE OFFICE OF THE UNIVERSITY REGISTRAR

The following actions will be the responsibility of the Office of the University Registrar:

(a) Adding an option to confirm a minor on the application for graduation

(b) Listing the minor and date completed on the student transcript

4. REVIEW AND APPROVAL PROCESS

The review and approval process for academic minors follows that of catalog revisions as outlined in university procedure *11.10.99.C0.03, Development of Courses and Catalog Revisions*.

5. GUIDELINES REGARDING GRADUATION WITH A MINOR

5.1. After applying for graduation, if a student fails to complete the requirements for the minor but meets the requirements for graduation, the student will be awarded their degree without the minor.

5.2. A student may graduate with a maximum of two (2) minors if they meet all the requirements.

6. COMPLETION OF A MINOR FOLLOWING DEGREE CONFERRAL

6.1. A student who holds a bachelor's degree from TAMU-CC and who wishes to complete the requirements for a minor may do so by completing all course

work in the minor and by fulfilling any other requirements mandated by the academic unit offering the minor within five (5) years of graduation. A notation indicating that all requirements for each minor have been completed will be added to the official TAMU-CC transcript with the date of completion.

6.2. If the requirements for a minor are completed following degree conferral, a student must reapply for admissions in order for the notation of the completion of the minor to be added to the official transcript. The credits earned during the completion of the minor will have no effect on the GPA of the previously awarded degree. The degree becomes sealed at conferral, and the GPA may not be altered except to address a factual error, such as an incorrectly computed or recorded grade.

## Related Statutes, Policies, or Requirements

University Procedure *11.09.99.C0.01, Low-Producing Minors and Certificates*
University Procedure *11.10.99.C0.03, Development of Courses and Catalog Revisions*

This procedure supersedes:

- *11.99.99.C2, Academic Minors*

## Contact Office

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| Contact for interpretation and clarification: | Associate Provost<br>361.825.2852 |