

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S16-4, University Policy, Minimum Criteria for Undergraduate Minors**

**Legislative History:**

At its meeting of March 7, 2016, the Academic Senate approved the following policy recommendation presented by Senator Mathur for the Curriculum and Research Committee. University Policy S75-4 was approved in May 1975. There have been significant changes related to minors at SJSU since S75-4 was approved. This policy updates and provides guidance on how to review and provide feedback to new minors.

**Rescinds: S75-4**

**Action by University President:**

**Approved by Interim President  
Susan W. Martin on  
March 12, 2016**

**University Policy  
Minimum Criteria for Undergraduate Minors**

**Rationale:** Since S75-4 was approved in May 1975, there have been several changes related to minors at SJSU. At one time, Title 5 of the CA Code of Regulations required that 6 of the 12 required minimum units be upper division. In addition, although the university has the basic rule of 12 units of coursework distinct from coursework in one's major, there are no additional guidelines that help in review of new minor curricula. Therefore, committees that review these minors have very little guidance on how to review and provide feedback to new minors.

**Resolved:** The following policy be adopted as the criteria for the minor.

**Resolved:** These criteria will apply to all minor programs by Fall 2018.

1. The minor needs to have a well-defined purpose and justification as well as a coherent focus or survey of the field.
2. The minimum criterion for any minor must be 12 units of coursework completely distinct and separate from the course work in one's major (i.e., Requirements of the Major).
3. A minimum of 6 units of coursework must be upper-division.

4. The maximum number of units for any minor is 24 units of coursework.
5. Courses designated as “In Preparation for the Major” may be included in the minor.
6. All prerequisite courses and expected proficiencies must be included in the course catalog description for the minor. Prerequisite courses will be included in the unit count. If there is a level of proficiency required to enter a minor (e.g., language or math proficiency), any courses to achieve proficiency will not be included in the minor unit count.
7. For any minor, at least 6 units must be taken in residence at SJSU.
8. The minimum aggregate GPA for all coursework required for the minor must be at least 2.0.

**Approved (C&R):** February 22, 2016

**Vote:** 10-0-0

**Present:** Anagnos, Bacich, Backer, Buzanski, Clements, Heil, Mathur, Matoush, Schultz-Krohn, Sibley

**Absent:** Stacks

**Curricular Impact:** Some programs will need to adjust their curriculum to meet the requirements of this new policy. Departments may also need to discuss the curricular coherence of their minor(s).

**Financial Impact:** None anticipated.

**Workload Impact:** Additional workload to departments and the Office of Graduate and Undergraduate Programs for the first year of implementation.