



ACADEMIC OPERATING POLICY AND PROCEDURE

DATE: January 7, 2016

NEXT REVIEW: January 2018

SUBJECT: AOPP 3.31 -- DEFINITION OF MAJOR, MINOR, CONCENTRATION, AND EMPHASIS

PURPOSE: The purpose of this policy is to define what constitutes a major, minor, concentration, and emphasis.

REVIEW: This AOPP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Vice President for Academic Affairs (AVPAA) with recommendations for revision presented to Academic Council and the Vice President for Academic Affairs. Any change to this AOPP as a result of review will be effective the subsequent fall semester.

POLICY/PROCEDURE:

Major

A major is a structured plan of study consisting of a minimum of 30 semester hours. A completed major appears on the official transcript.

Minor

A minor is an optional and secondary structured plan of study of approximately 18 semester hours which is outside the major. A minor appears on the official transcript.

Concentration

A concentration is a structured secondary plan of study, consisting of a minimum of nine semester hours, which is within a major. A concentration appears on the official transcript.

Emphasis

An emphasis is an intensified focus on an area of study within a major. An emphasis appears on the official transcript.

RESPONSIBILITIES

| <u>Position</u> | <u>Section</u> | <u>Year</u> |
|-----------------------------------|----------------|-------------|
| Associate VP for Academic Affairs | Review | 2015 |

APPROVED BY:

| | |
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| /s/ Keith DeFoor | 2.2.16 |
| Associate VP for Academic Affairs | Date |

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| /s/ Gary Myers | 2.2.16 |
| Vice President for Academic Affairs | Date |

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| /s/ Gary Myers | 2.2.16 |
| Chair, Academic Council | Date |

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|---------------------------|--------|
| /s/ Matthew Byron | 3.2.16 |
| President, Faculty Senate | Date |

REVIEWED BY:

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| /s/ Tammy Gibson | 3.16.16 |
| Registrar | Date |

APPROVED:

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| /s/ Cathy Cox | 7.29.16 |
| President | Date |