



**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
POLICY NO: 1426**

POLICY ON ACADEMIC MINORS

- 1.0** Minors shall be available only to undergraduate students.
- 2.0** Students may declare up to two minors in addition to their primary major if all academic programs can be completed within 24 semester units above the number of units required for their primary major. (i.e., a student must complete both their major and minor (s) within 144 attempted units if the student’s primary major requires 120 units.)
- 3.0** A student shall not pursue a major and a minor in the same degree plan, with the exception of some interdisciplinary minors. Students may declare a minor in the same department as their major or option if the college or department determines that the two sets of courses are clearly distinct.
- 4.0** A minor requires at least 18 semester units of coursework and a maximum of 36 units, of which at least 9 of those semester units must be at the upper division level.
- 5.0** A minimum GPA of 2.0 for courses in the minor is required to be awarded a minor.
- 6.0** Students must receive the approval of the minor coordinator of the proposed academic program. In the absence of a coordinator, the chair of the department offering the proposed minor program may approve the minor application.
- 7.0** Students should declare the minor(s) so that a curriculum year is established, and their progress tracked accordingly. Minors may be declared at any time in a students’ career, but students are strongly encouraged to declare minors early in their career. A student must declare a minor before they apply for graduation. Upon graduation review (grad check), any uncompleted minors will be removed from the student’s record. The minor field will be noted on the student’s transcript and diploma if the individual program has been approved by the offering department and is completed at the same time or prior to the completion of the coursework for the degree. After earning 90 total semester units, students may declare a minor only if they are in good academic standing and have the approval of the chair of the department offering the proposed academic program. Credits from transfer units, non-traditional college-level work (including AP, IB, and CLEP examinations, and credit by challenge examinations), and military service in excess of 60 semester units shall be excluded from the unit count for the purposes of the minor.*



- 8.0** Students may request exceptions to the minor policy by filing a General Academic Petition.
- 9.0** Student should be advised that student’s financial aid may be impacted by adding minor(s). Financial aid may be terminated upon attempting 150 percent of the number of units needed to complete the student’s primary degree. Up to 70 units transfer credit from California Community College count towards this 150 percent limit. However, there is no cap on the number of transfer units from outside state or other universities (all units attempted are considered).

*Students often have credits from these sources that are not applicable to their Cal Poly Pomona degree program for a variety of reasons, including unfamiliarity with how tertiary education works (especially first-generation college students), poor advising at Community College, exploration/change of career direction, credits for sports, etc. The intention of this policy is to count up to 60 semester units that likely fulfill GE and academic program requirements at Cal Poly Pomona without prohibiting transfer students from double majoring if they have a large number of units that do not further their Cal Poly Pomona degree.