

## NEW MINOR POLICY

The Hunter College Senate resolution of March 4, 2009 makes it optional for students to declare a minor and leaves the determination of courses required in a minor concentration to the minor departments or programs which choose to offer such sequences. In the interest of an orderly and timely transition to the new situation, the following implementation procedures were approved at the April 1<sup>st</sup> Senate meeting:

### **Procedures for Implementing Minor Policy**

Note: In the following, the department or program offering (or overseeing) a minor will be referred to as the “minor department.”

1. Dates of Implementation:
  - a. The fulfillment of a minor sequence has become optional as of March 4, 2009.
  - b. A student has the right (but not the obligation) to complete any minor sequence that was declared and approved by his/her major department prior to the last day of the current Spring term, May 26, 2009.
  - c. After the last day of the Spring term 2009 only courses of study approved for the purpose by the minor department may be declared as minors.
  - d. The Senate resolution of March 4, 2009 does not affect the ability of departments or programs to require that students who want to register for certain classes must have taken specific prerequisite courses from within or without the department prior to registering for such classes.
2. Approval of Minor

Course sequences leading to a minor and other departmental requirements for the minor must be approved by the appropriate Departmental Curriculum Committee and the Undergraduate Course of Study Committee. To expedite the transition, the Senate Undergraduate Course of Study Committee will accept proposals for minors directly from academic departments or programs during the Spring and Fall semesters of 2009.
3. Scope of the minor:

A minor must consist of at least 12 credits and at most 18 credits as specified by the minor department.
4. Student Information:

In order to facilitate student planning, the department offering the minor must explicitly state the courses required for the minor and the total number of credit hours necessary to fulfill all minor requirements, including the number of credits for all pre-requisites and co-requisites for minor courses, no matter whether these are to be taken inside or outside of the department offering the minor. [This does not affect the department’s definition of the courses to be included in the minor but refers to the need for a full disclosure of pre-requisites to these minor courses.]
5. Departmental Proposal of Minor Courses of Study.

The proposal for approval of a minor must include the following:

  - a. Catalog description of the minor program including the information specified in points 3 and 4 above.
  - b. Brief “Learning Outcomes” statement
  - c. Rationale

### **New Catalog Wording for Major and Minor**

At its meeting of 6 May 2009, the Hunter College Senate approved the following new wording for the 2007-2010 Undergraduate Catalog, Section 4: Academic Programs and Policies:

### **Major Field of Study**

Students must choose a major field of study for a Bachelor's degree at Hunter College (A major for a BA usually consists of 24 to 30 credits, a major for a BS is approximately 60 credits). See Major Field of Study on page 63.

### **Elective Courses**

Elective courses are courses chosen by the student, provided the prerequisites are met, to complete the total credits required for the degree. See Elective (or Optional) Credits on page 64.

### **Pages 63-64**

#### **MAJOR FIELD OF STUDY**

The total number of credits for the Bachelor's degree is 120. In order to earn a Bachelor's degree at Hunter College, a student must fulfill not only General Education Requirements (GER) but also must select a major field of study (major). A major is a concentration of courses in a particular subject area. A major for a BA usually consists of 24 to 30 credits, a major for a BS is approximately 60 credits.

All majors offered by Hunter College have been authorized by the New York State Education Department. See Degree and Certificate Programs, page 23.

#### **Requirements for a Major**

All matriculated students must declare a major no later than the semester in which the combination of credits earned and credits for which they are currently registered totals 61 or greater. Transfer students entering with 60 credits or more must declare their major before the end of their first semester of attendance at Hunter. Students may find that some courses and career opportunities are available to them only if they have declared a major. In addition, under New York State guidelines, students who have not yet declared a major by the 61-credit point are ineligible for TAP financial aid. To declare or change a major, a student should get a major declaration form from the OASIS, Room 217 Hunter North and confer with an adviser in the major department.

For students who are nearing the 61-credit point and remain undecided about their choice of major, there are a number of avenues of assistance. Designated faculty in each academic department advise prospective majors about the undergraduate programs and related career possibilities. Also, the counselors in the Office of Student Services and Career Development Services offer assistance in choosing a major. The college is concerned that students select their major with careful consideration and with good knowledge of the range of options.

To earn a Hunter degree, students must complete at least half of their major credits at Hunter.

#### **Double Major**

It is possible to have a double major in the BA degree. The student must complete all of the General Education Requirement, satisfy the sequence of study for both majors and file a major declaration form for each approved major. The double major must consist of courses taken in liberal arts departments or programs.

#### **The Minor**

A minor is a secondary concentration usually related to the student's educational or career goals. A minor program consists of a set of courses that are defined as a minor by an academic department or program. A minor encompasses at least 12 and at most 18 credits. Fulfilling the requirements for a minor is an option for students who want to document abilities in an academic field in addition to their major. It is left to the decision of individual departments or programs whether they offer a set of courses leading to a minor. Interdisciplinary minors may be established between two or more departments.

While it is possible to declare more than one major, a student has the option of declaring up to two minors.

To declare or change a minor, a student should get a minor-form from the OASIS, Room 217 Hunter North, and confer with an adviser in the minor department.

In order to graduate with a minor in a specific field, a student must maintain a grade point average of at least 2.0 in the courses taken in that field.

Minors require that at least one half of the credits be taken at Hunter College; there may be exceptions to this within specific departments; please refer to departmental guidelines.

Courses from the minor can be used without limit to satisfy Stages 1, 2 and 3 of the Core, the Writing requirement and the Pluralism & Diversity Requirement. Although this does not lessen the number of credits required for the degree, it frees those credits to be used in an elective area.

Adolescent Education:

Students who want to become teachers in secondary schools must complete the adolescent education sequence of 23 credits and may also have to take some liberal arts courses beyond those required for the General Education Requirement. To be admitted to this program, students must apply to the School of Education. See the School of Education section for the admission process. The adolescent education program leads to NYS certification.

**The Major and the GER**

Students may apply up to two courses from their major to satisfy Stage 1 and Stage 2 of the Core; only one of these is permitted to fulfill a Stage 1 requirement and only one a Stage 2 requirement.

Note: Students who have declared two or more majors can use up to two courses from one of those majors to satisfy Stage 1 and Stage 2 of the Core. Only one of these is permitted to fulfill a Stage 1 requirement and only one a Stage 2 requirement. Courses from the minors and any additional majors can be used without limit to satisfy Stages 1, 2 and 3 of the Core, the Writing Requirement and the Pluralism & Diversity Requirement.

**Departmental Majors**

**BA Degree** These are majors concentrated within one department. The major for a BA usually consists of 24 to 30 credits. In order to graduate, a student must have a minimum GPA of 2.0 in the courses designated for the major. Major departments may have higher requirements. Each student should consult the major department for details and also check the department's description of the major in the catalog.

The following are departments and/or programs that offer majors leading to the BA degree.

**SENATE ELECTS OFFICERS**

At its meeting on May 20<sup>th</sup> the Hunter College Senate elected its officers who constitute the Administrative Committee of the Senate:

Chair:	Professor Sandra Carkson (Mathematics & Statistics)
Vice Chair:	Mr. August Wojtkiewicz (Classics Major)
Secretary:	Professor Philip Alcabes (School of Health Sciences)
Chair of Evening Council:	Professor Richard Stapleford (Art)

**SENATE MEETING SCHEDULE FOR FALL 2009**

Fall 2009 Senate meetings are scheduled on the following Wednesdays from 3:30 to 5:25 PM:

- September 9 and 23
- October 7 and 21
- November 4 and 18
- December 2 and 9

**COLLEGE CALENDAR FOR 2009-2010**

The following University-wide College Calendar, as issued by the CUNY Central Administration, is provided for your information:

**THE CITY UNIVERSITY OF NEW YORK  
2009-2010 ACADEMIC CALENDAR**

**FALL 2009**

**August 2009:**

F 28 ..... First Day of Classes - Fall 2009

**September 2009:**

M 7 ..... LABOR DAY -- COLLEGE IS CLOSED

F 18 – Su 20 ..... No classes scheduled

M 28 ..... No classes scheduled

Tu 29 ..... Classes Follow a Monday Schedule

**October 2009:**

M 12 ..... COLUMBUS DAY - COLLEGE IS CLOSED

W 14 ..... Classes Follow a Monday Schedule

**November 2009:**

TH 26 – Su 29 ..... THANKSGIVING RECESS -- COLLEGE IS CLOSED

**December 2009:**

M 14 ..... Reading Day – Uniform Final Examinations – No classes

M 14 – M 21 ..... Final Week of Fall Semester 2009 (Final examinations or last instructional period where no finals are given)

TH 24 – F 25 ..... COLLEGE IS CLOSED

TH 31 ..... COLLEGE IS CLOSED

**SPRING 2010**

**January 2010:**

F 1 ..... COLLEGE IS CLOSED

M 18 ..... MARTIN LUTHER KING JR. DAY -- COLLEGE IS CLOSED

TH 28 ..... First Day of Classes -- Spring 2010

**February 2010:**

F 12 ..... LINCOLN'S BIRTHDAY -- COLLEGE IS CLOSED

Sa 13 – Su 14 ..... No Classes

M 15 ..... PRESIDENTS' DAY -- COLLEGE IS CLOSED

TH 18 ..... Classes Follow a Monday Schedule

**March/April 2010**

M 3/29 – M 4/5 ..... SPRING RECESS – NO CLASSES

**May 2010:**

M 17 ..... Last Day of Classes – Spring 2010

Tu 18 ..... Reading Day

Tu 18 – Tu 25 ..... Final Week of Spring Semester 2010 (Final examinations or last instructional period where no finals are given)

M 31 ..... MEMORIAL DAY -- COLLEGE IS CLOSED