OM 6.1.1 Definitions, Approval Process, and Policy for Undergraduate Minors, Concentrations, and External Fields

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About This Policy

Effective Date: April 2018
Last Updated: April 2018
Responsible University Office: President's Office
Responsible University Administrator: President
Policy Contact: Office of the Provost
provost@clarkson.edu

Undergraduate Minors

To complement and enrich bachelor's degree programs, Clarkson enables students to complete course work in designated minor programs. The awarding of a minor is identified and approved by a vote of the faculty. Minors enable students to specialize in a separate and identifiable field outside their major. Minors require at least 15 credit hours of relevant course work and at least 6 credit hours must be taken outside the student's major field. Completion of an approved minor is indicated on a student's transcript. Minors must be approved according to paperwork flow guidelines in the University Operations Manual, Section 2.9. The program granting the minor certifies student completion of a minor.

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Undergraduate Concentrations

To add depth within a major field, Clarkson enables students to complete professional concentrations. These concentrations enable students to have an area of specialization within their major field. They function as tracks within bachelor's degree programs, and they are optional. Students who complete the degree program without meeting the additional requirements of the professional concentration have “BS in [X]” recorded on their transcript, and students who complete the degree program and meet the additional requirements of the professional concentration have “BS in [X] with a Professional Concentration (or Concentration) in [Y]” recorded on their transcripts. The awarding of a professional concentration is identified and approved by a vote of the faculty. Professional concentrations require at least 15 credit hours of relevant course work. Completion of an approved professional concentration is indicated on a student's transcript. Professional concentrations must be approved according to paperwork flow guidelines in the University Operations Manual, Section 2.9. The program granting the professional concentration certifies student completion of the professional concentration.

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Undergraduate External Fields

To complement and enrich bachelor's degree programs, Clarkson programs may require students to assemble an area of specialization from courses offered outside the student's major field. These external fields require at least 15 credit hours and are approved by the student's major degree program/department(s). External fields are not indicated on a student's transcript. The establishment of an external field as a program /departmental requirement must be approved according to paperwork flow guidelines in the University Operations Manual, Section 2.9.

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Summary Table

The table on the following page summarizes the above definitions, approval process, and policy.

<table>
<thead>
<tr>
<th></th>
<th>Approvals Process</th>
<th>Credit Hours</th>
<th>PeopleSoft Separate &amp; Identifiable Field</th>
<th>On Transcript</th>
<th>Official Statement of Requirements Located in Catalog / Handbook / Website</th>
<th>Included in University Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Minors</td>
<td>Faculty Senate / Administrative Council / President / President</td>
<td>15 minimum / 6 outside of major field</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes / No / Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Undergraduate Concentrations (*as defined above)</td>
<td>Faculty Senate / Administrative Council / President / NYSED</td>
<td>15 minimum</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes / No / Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Undergraduate External Fields</td>
<td>Faculty Senate / Administrative Council / President</td>
<td>15 minimum</td>
<td>No</td>
<td>No</td>
<td>Yes / No / Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**History**

Approved April 2018.