
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs

MAPP 02.04.11

AREA: Academic Courses, Programs, and Curriculum

Credit Hour Requirements for Academic Minors

I. POLICY

- A. Lamar University (LU) departments may set a minimum requirement of 15 credit hours for an academic minor. Of these 15 credit hours, nine (9) must be Upper Division (3000 and/or 4000 level).

II. PURPOSE AND SCOPE

- A. This policy allows departments to establish a new academic minor or adjust an existing minor to require a minimum of 15 credit hours, nine (9) of which must be Upper Division (3000 and/or 4000 level). This policy reflects similar policies at other public universities in the State of Texas and has been enacted to provide departments with flexibility in setting the minimum number of credit hours required for a minor. This option supports the University's goal to increase student access and success by streamlining students' progress toward completion of academic credentials and aligning LU's academic minors with those offered at other public institutions in the State.
- B. This policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) laws, rules, and regulations, including, but not limited to, the *TSUS Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education. In addition, this policy falls under the authority of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and applicable programmatic accreditors that mandate credit-hour requirements for academic minors.

III. DEFINITIONS

- A. **Academic Minor.** A secondary area of academic study completed in addition to or as part of an undergraduate degree.
- B. **Upper-Division Credit Hours.** Undergraduate courses at the Junior or Senior level. These courses are numbered at the 3000 to 4000 level and typically require that students meet prerequisites and other requirements before they may register.

IV. PROCEDURES

- A. A department that wishes to establish a new academic minor, or adjust an existing minor, to require 15 credit hours [nine (9) of which must be Upper Division] must follow the policies and

procedures for curriculum changes established by the department's faculty and the University. These policies and procedures must be in compliance with the rules and regulations of the TSUS, Texas Higher Education Coordinating Board (THECB), SACSCOC, and/or applicable programmatic accreditors.

1. A department that wishes to establish a new academic minor, or adjust an existing minor, should consider whether any courses in the minor require pre-requisites and how these pre-requisites may affect the number of credits that students must complete to earn the minor.
- B. After a new academic minor or changes to an existing minor have been approved, the minor will be implemented and announced as follows:
1. The University Registrar will update the next edition of the Academic Catalog to reflect the requirements of the new or adjusted minor. If a department wants the minor to take effect immediately, the Registrar may add an addendum to the current Catalog in addition to updating the next edition of the Catalog.
 2. The Department Chair or Program Director will manage updates to internal and external online, digital, and print documents and materials related to the new or adjusted academic minor.
 3. The Department Chair or Program Director will inform, as needed, interested groups (e.g., Advising Center, external advisors, current and prospective students) of the requirements for the new or adjusted academic minor.
- C. Academic advisors in a department and Advising Center will verify that credits are applied to student degree plans correctly to reflect the requirements of a new or adjusted academic minor.
1. Transfer credits, if any, must be applied to a new or adjusted minor in compliance with the University's policies and procedures for transfer credit.
 2. Students in an existing minor adjusted to 15 credit hours must work with their advisor and the Registrar's Office to ensure that any changes to their degree plan are made in compliance with the University's policies and procedures for changes to degree plans.

V. REVIEW AND RESPONSIBILITY

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

Responsible Party: Academic Policy Advisory Council

VI. APPROVAL

Dr. Brett Welch	04/28/2025
Provost and Vice President for Academic Affairs	Date

Dr. Jaime Taylor	04/29/2025
Lamar University President	Date

POLICY LOG

Version	Date	Description of Changes
1	1/10/2025	Policy draft completed.
	01/10/2025 - 02/24/2025	Reviews by constituency groups completed.
	03/10/2025 - 04/10/2025	Review by campus community completed.
	04/29/2025	Policy approved by President.