

REQUIREMENTS FOR COURSES USED IN A MINOR

*****Please review this *entire*, brief document to avoid confusion.*****

General Information

- Details regarding the University requirements for ‘Minor Fields of Study’ can be found here: <http://web.uri.edu/catalog/minor-fields-of-study/>
- **Note:** students must officially declare a minor by completing the appropriate form for the minor they are interested in obtaining.
 - Form is obtained from the college or department where the minor is offered.
 - Form requires a listing of all courses to be taken, and must have the signature of the department Chair where the minor is offered, approving these course selections.
 - Form is then delivered to the Dean’s Office in the college where the student is enrolled in their major.
 - Verification of completion of requirements is done in the Dean’s Office during final degree audit for graduation.
- In addition, clarification regarding selection of courses that are eligible for the minor is reviewed below. Several specific examples are included. It is important for advisors and students to clearly understand the difference between a “*required course in a major*” and a “*required supporting course for a major*”.

Course Limitations and Requirements

If a course is **required by a student's major** it cannot also be used to fulfill the requirement in a minor. The *key item is the course being in the major* (for COE undergraduate students, this includes all required engineering courses for the major).

A required course for a specific curriculum does not mean that it is in the student's major, even though it is required. *[see University Manual text below]*

Any other required courses not in the student’s major are considered supporting courses for the major. Three examples are shown to illustrate this.

1) Required Supporting Courses: All engineering students are required to take MTH 141; however, some engineering students choose to pursue a minor in MTH, which includes MTH 141. This is allowed, because MTH 141 is *a required supporting course, and is not in the student's major*. Similarly for CHM and PHY (other supporting courses would be specific to different engineering majors, such as: BCH, BIO, BPS, BUS, CHM, CSC, GEO, MIC, OCG).

2) Course Substitution for Required Engineering Course: The substitution of a course from another department for a *required course in a student's major is not allowed*. As an example, PHY 331 has been previously approved as a substitution for the required course ELE 322 in the ELE major. *Doing so then makes PHY 331 ineligible to be part of the coursework for a PHY minor. It now is no longer a supporting course for the major.*

3) Professional Electives: Professional (or Technical, or Engineering) electives can count for both the minor and the major because, while these electives are required, students have a choice regarding which one(s) to take. *These courses are then considered supporting courses for the major.*

The course limitations represent the **primary reason** that the minor form is first signed by the department Chair where the minor is offered, signifying approval of the course selections as determined by the department offering the minor, **and then must** be in the student's file in the degree granting college Dean's Office where the student is earning their degree. *The Dean of that college then checks to verify that no course required by the students' major in the student's degree-granting college is on the minor form when conducting the degree audit. If any courses required by the major are also on the minor form, then the student must use a different course(s), or the minor will not be approved.*

The minor form requirements are reviewed when the final degree audit (check sheet) is done for each engineering student, and the student would be informed of any issue(s), as is done with the check sheet.

This is also a **very important** reason that degree audits and exit interviews are to be done by all engineering students *no later than the semester before their anticipated graduation semester*. That way, if there are any problems with the minor (or the major check sheet), they can potentially be addressed during the last semester at the University to keep student on track for graduation. *The instructions for Declaration of Graduation (required of all students), Degree Audit, Exit Interview, and the associated deadlines can all be found on the COE web site: <http://egr.uri.edu/students/declare-intent-to-graduate/>*

University Manual - 8.20.62 *No course required in a major program (30-36 credits) may be used to apply to both the major and minor fields of study. Courses from other curricula that are recommended or required for the major may apply to the minor. Courses in General Education may be used for the minor. Courses in the minor may not be taken under the pass-fail grading option. #05-06--35*