

Undergraduate Academic Minor and Certificate Policy Update

Proposals

1. When originally written, the policy did not include how coursework for certificates offered by other academic units would be counted towards an education program. This proposal is to add the word “certificate” to the current policy so it is clearly stated that policy pertains to both an academic minor and certificate.
2. The policy (see below) currently limits the number of credit hours an education student can count towards a minor/certificate that is being offered by another academic unit.

A maximum of one course may simultaneously count for a minor in the School of Education and a major in another unit, or a major in the School of Education and a minor in another unit.

This proposal would allow the college/school offering the academic minor to determine how many credit hours from the education program may count towards a minor/certificate offered outside the School of Education.

This policy change will be effective for all degree seeking students currently attending IUB once approved by all SoE committees.

Undergraduate Academic Minor and Certificate Requirements

Minors and certificates may be completed in a variety of academic areas, but are not required to complete degree major in teacher education. Completion of a minor or certificate typically requires between 15 and 20 credit hours and may require students to take more than the basic 120 credit hours for degree completion.

The School of Education will accept any minor approved by other units at Indiana University-Bloomington. Academic Minors do not constitute a subject specific teaching license for a School of Education student who is completing a teacher education program.

Minors and certificates are subject to the guidelines of the unit offering the minor or certificate. Students are required to apply to the appropriate department for verification of the minor or certificate field if it is to appear on the transcript. Minors and certificates will appear on students’ official transcript but will not be identified on the diploma. Academic minors do not constitute a subject specific teaching license.

School of Education academic minors shall require:

- A minimum of 15 credit hours.
- A minimum of 9 credit hours at the 300-400 level.
- At least one course taken on the Bloomington campus.
- A GPA of at least 2.0, with no grade lower than a C.

An Education student pursuing a minor/certificate offered by the School of Education should note the following:

- A maximum of one course may simultaneously count for a major and minor/certificate within in the School of Education.
- A maximum of one course may simultaneously count for a license addition and minor/certificate within the School of Education.
- No course may count for more than one minor/certificate within the School of Education.

An Education student pursuing a minor/certificate outside the School of Education should note the following:

- Education students may not be awarded a minor in a field that is the same as a School of Education major. For example, a student pursuing a B.S. in Education: World Language: Spanish may not be awarded a minor in Spanish from the College of Arts and Sciences.
- No course may count for more than one minor, whether within the School of Education or in another unit. For example, EDUC-H 205: Introduction to Educational Thought cannot count towards both a SPEA Education Policy Minor and a SoE International and Comparative Education Minor.
- The department offering the minor/certificate will determine how many credit hours from the education program may count towards their department's minor/certificate. For example, the School of Public Health will determine how many credit hours of SPH-F classes taken as a part of the Counseling and Student Services major through the School of Education will count towards a Human Development and Family Studies Minor.
- The sponsoring department of the minor/certificate is responsible for informing the student of the requirements for the minor/certificate and for any advising associated with the minor/certificate.

Any variance from the courses required in the minor/certificate must be approved by the sponsoring department and submitted to the School of Education Recorder (ED 1000).

For any academic minor/certificate, a Declaration of Academic Minor form must be submitted to the School of Education Recorder (ED 1000) prior to the last day of the semester before graduating to assure timely processing.

Minor(s) or certificates will not be added retroactively to a student's record after graduation