

CATEGORY: STUDENT AFFAIRS
SECTION: Registration and Records
SUBJECT: Minors and Areas of Concentration
EFFECTIVE DATE: August 10, 1992

I. PURPOSE

To outline the steps for establishing new minors and areas of concentration at the University of Pittsburgh.

II. SCOPE

This procedure applies to all graduate and undergraduate students at all campuses.

III. DEFINITIONS

A Minor is an educational experience resulting in attainment in or knowledge of a particular field or discipline as either a requirement or option in earning a degree with a major in a different discipline.

An Area of Concentration is an educational experience resulting in concentrated training in a particular area within either a graduate or an undergraduate degree program. An area of concentration may have requirements such as completion of specific courses, participation in a particular clinical experience, or research in a sub-field of a discipline.

IV. ADMINISTRATIVE RESPONSIBILITIES

Faculty are responsible for determining permitted minors and areas of concentration and their requirements, subject to approval by the Academic Dean, the Senior Vice Chancellor for the Health Sciences, if proposed by a unit in the Health Sciences, and the Provost.

The Academic Dean is responsible for reviewing and approving proposed minors and areas of concentration and for certifying to the Registrar those students who have successfully completed a minor or area of concentration at the time of graduation from the degree program.

The Provost is responsible for review and final approval of all proposed minors and areas of concentration.

The Senior Vice Chancellor for the Health Sciences is responsible for review and approval of all proposed minors and areas of concentration for degree programs in the Health Sciences.

The Data Administrator is responsible for entering approved minors and areas of concentration into the Integrated Student Information System (ISIS).

The Office of the Registrar is responsible for entering certification of a student's completion of requirements of a minor or area of concentration into the Integrated Student

Information System at the time of graduation from the degree program.

V. PROCEDURE

A. To Establish a New Minor or Area of Concentration

Faculty Teaching
in the Discipline
of the Proposed
Minor or Area of
Concentration

1. Prepare a letter of description of the proposed minor or area of concentration.

NOTE: For minors include the name of the minor, a brief description of its academic requirements, and the faculty groups which approved it.

NOTE: For areas of concentration include the name of the area of concentration, the name of the degree and academic program, a brief description of its academic requirements, and the faculty groups which approved it.

2. Forward the letter to the Academic Dean for review and approval.

Academic Dean

3. If approved, forward to the Provost for final approval.

a. If proposed within the Health Sciences, obtain approval of the Senior Vice Chancellor for the Health Sciences.

Provost

4. If approved, notify the Data Administrator.

NOTE: New minors and areas of concentration must be submitted to the Data Administrator at least two weeks prior to the deadline date for graduation application for input into ISIS.

Data Administrator

5. Enter the new minor or area of concentration in the Integrated Student Information System (ISIS).

VI. REFERENCE

- [Academic Regulation: Minors and Areas of Concentration](#)