



## The American University of Kurdistan Policy of Minor

Policy Number: AS011  
Effective Date: May 28, 2023

1. **Policy:** This policy defines the standards, eligibility criteria, and academic requirements governing the declaration, pursuit, and completion of academic minors at The American University of Kurdistan (AUK). The University is committed to supporting interdisciplinary learning and expanding students' academic pathways by offering structured minor programs that complement student's primary field of study. All regulations pertaining to minors shall be developed, reviewed, approved, and implemented in accordance with this policy. The policy will be communicated openly to the University community, published on the AUK website, and reviewed periodically to ensure continued relevance, academic integrity, and alignment with AUK's mission, institutional objectives, and curricular frameworks. All members of the AUK community are required to comply fully with policies approved by the AUK Board of Trustees (BoT).
  - a. **Purpose:** The purpose of this policy is to establish clear guidelines and academic requirements for the completion of academic minors at AUK.
  - b. **Scope:** This policy applies to all AUK's undergraduate students, Admissions and Registration Department (ARD), Course Instructors, Academic Advisors, Department Chairs and Academic Departments.

### 2. Definition of Terms:

**Academic Catalog:** The University's official publication of academic policies and procedures, programs of study, and course offerings for a particular academic year.

**Academic Minor:** An academic minor is an optional complement to a bachelor's degree in a specific area, leading specific educational goals. Minors require no fewer than 15 credits, and lead to a formal designation on a student's transcript.

**Bachelor's Degree:** A bachelor's degree is an undergraduate academic degree awarded after completing a program of study, typically of a minimum of 120 credit hours.

**Cumulative GPA (cGPA):** The overall grade point average across all courses taken at an institution.

**Diploma:** An official document certifying the successful completion of a prescribed program of studies.

**Double-Counted Courses (Double-dipped):** Courses that are approved to satisfy requirements in more than one academic category, such as both general education and major or minor requirements.

**Student Records:** The Student Records pertains to the content and the confidentiality of academic records, access to academic records, academic transcripts, other academic records, non-academic student records, and the Student Information System (SIS).

**Transcript:** Serves as the student's official academic record and the University's official record of credit and degrees awarded, including the courses taken by a student and the grades received in each course.

### 3. Responsibilities:

- a. **Issuing Unit:** The ARD holds primary responsibility for implementing and monitoring this policy, ensuring compliance with established procedures, maintaining relevant records, and taking necessary actions in cases of noncompliance.
- b. **Other Stakeholders:** The Department Chairs serves as stakeholders in the minor process, responsible for both approving the minor and providing all necessary academic content and guidance.

### 4. Procedures

#### Application and Approval Process

- Students must first review the Academic Catalog, where all requirements, prerequisites, and approved minors are published.
- Students who wish to pursue a minor are required to complete the Minor Declaration Form (see Section 6: Related Documents).
- Students must ensure that all required signatures are collected in accordance with the form.
- After all required information has been completed and the necessary approvals have been obtained, the student must submit the form to the ARD for processing the requested change.

#### All provisions governing the pursuit and completion of academic minors shall be aligned with the following requirements

- Minors are available only to students matriculated in bachelor's programs.
- The requirements for the minors must be available in the AUK Academic Catalog, including the number of required credits, list of courses, prerequisites, ability to double-dip courses with other minors and majors, and admission thresholds.
- Minors consist of minimum of 15 credits and a maximum of 18 credits (5–6 courses), with at least 9 upper-division credits in the minor.
- Completion of a minor is recognized only in conjunction with a completed bachelor's degree.
- No course substitutions are allowed for minor degree specializations.
- Prerequisites for all minor courses must be satisfied.
- Students may declare a minor during their sophomore year, preferably after completing 45 credits and before completing 66, with a minimum cGPA of 2.0.
- Courses may be double-dipped for major and minor requirements, but only two courses may be double-dipped.
- Grades in minor courses contribute to cGPA and academic standing decisions.
- Students may pursue multiple minors, requiring at least 9 unique credits per minor that are not double-dipped.
- Assignment of a minor requires a minimum GPA of 2.0 in minor courses.
- Minors cannot be added after the bachelor's degree is awarded.
- Completion of a minor is recorded on the transcript, not the diploma.
- The student's primary academic advisor will continue to serve as an advisor for both program and minor. However, the academic advisor may seek assistance and cooperation from the department or college offering the selected minor.
- Proposals for Minor Programs, as well as curriculum revisions to those programs, must be approved by the sponsoring Academic Department's
  - Curriculum Committee,
  - the College Curriculum Committee,
  - and the Academic Council, in that order, for approval.

## 5. Timeline and Communication/Implementation Plan

Activity	Responsibility Party	Timeline	Communication Channels	Details
<b>Policy Revision Announcement</b>	ARD	February – March 2026	University website, email, Policy Orientation	Announce the revision of the policy, assessment metrics, and objectives.
<b>Implementation Support</b>	ARD	March – April, 2026	Email, information sessions	Provide support to employees/student affected by the policy; Monitor early implementation challenges
<b>Feedback Collection</b>	ARD	February, 2027	Surveys, suggestion boxes, email	Gather feedback from the University community on the policy's effectiveness, challenges, and areas for improvement.
<b>Periodic Reviews and Updates</b>	OIEP, University Leadership	As necessary	Website, email, staff meetings	Review the policy and its enforcement mechanisms & procedures as necessary to ensure continued relevance and compliance.

## 6. Related Documents

[Minor Declaration Form](#)

[Academic Catalog](#)

[Policy of Academic Advising](#)

[Policy of New Academic Program Development](#)

## 7. Ways to Measure Success

Any processed request related to the declaration, modification, or removal of a minor must be accompanied by a completed and fully signed form from all relevant constituencies, submitted within the established deadlines, and shall be retained in the student's official record.

## 8. Policy History

- a) **Approved by:** Board of Trustees
- b) **Adopted:** May 28, 2023
- c) **Revised:** January 18, 2026