

# DECLARING A MINOR OR CERTIFICATE

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to be applicable. The Academic Program Director has final word on application of local and transfer credits toward a minor or certificate.

## Declaring a Minor

TAWC students may request to pursue a minor that implies special competence beyond their declared major(s) and the University core. Available minors include Business, Communications, Criminal Justice, Education Studies, Health Services Administration, and Psychology.

Students are encouraged to plan the pursuance of a minor with their advisor as early as possible. To declare a minor, students must work with their advisor to complete the Declaration of Minor/Certificate form found on the MyBayPath Portal.

All minors must include a minimum of 15 credits in one of the disciplines mentioned above. At least two courses within the minor cannot also be required by the student's major program, and at least one course must be at the 300-level or higher. Students cannot earn grades lower than 'C' in these minor courses, and a minimum GPA of 2.75 is required within the minor.

Bay Path University cannot guarantee the availability or scheduling of courses that students may wish to count toward the completion of a particular minor.

## Declaring a Certificate

TAWC students may choose to pursue a certificate as a standalone, or in conjunction with an Associate's or Bachelor's degree program. In the latter case, the certificate must imply special competence beyond their declared major(s) and the University core. Available certificates include Business Analytics, Digital Forensics, Digital Marketing Management, Entrepreneurship, Food Science and Safety, Health and Wellness, Human Services and Rehabilitation, Leadership and Organizational Studies, Life Science, and Nonprofit Management.

Students are encouraged to plan the pursuance of a certificate with their educator coach as early as possible. To declare a certificate in conjunction with their declared major, students must work with their advisor to complete the Declaration of Minor/Certificate form found on the MyBayPath Portal.

Specific requirements for each certificate are outlined in the Academic Programs portion of the catalog. When pursued in conjunction with an Associate's or Bachelor's degree, a minimum of 15 credits toward a student's certificate coursework must apply toward their general electives.

## Policy on Transfer of Undergraduate Courses into Minors or and Certificates

A student wishing to transfer courses into one of the University's minors or certificates bears the burden of proving that the courses are appropriate and relevant to the minor or certificate. Requests to accept transfer course credits are reviewed on an individual basis by the student's advisor, Registrar's Office, and appropriate Academic Program Director. A maximum of 6 credits may be transferred into a minor or certificate.

To ensure the value of a minor or certificate, the Academic Program Director will determine whether the transfer courses are recent enough