



Should my
program be a
Concentration,
Certificate, or
Minor?

Certificates

Definition

A certificate is a programmatic or linked series of courses from a single field or one that crosses disciplinary boundaries and may be freestanding or affiliated with a degree program. The certificate provides a structured and focused set of courses that can be used to enhance a student's academic experience or professional development, and it enables the university to respond to societal needs while promoting university cooperation with corporate, industrial and professional communities.

Minimum Requirements

Individual undergraduate certificates may have additional requirements.

- Requires a minimum of 15 credit hours of which at least 12 credit hours must be upper division
- Requires a minimum grade of “C” or better for all upper-division courses
- Consists of courses that must directly relate in whole or large part to the purpose of the certificate. Example: Geographic area certificates must include only courses specific to the title of the certificate, other than a non-English language
- Is cross disciplinary; or,
 - Certified by a professional or accredited organization/governmental agency; or,
 - Clearly leads to advanced specialization in a field; or,
 - Is granted to a program that does not currently have a major

Make your program a certificate if:

- it is around 15 credit hours
- it has at least 12 upper-division credit hours
- it is unconnected to an existing degree
- it is available for graduate students to pursue
- it prepares the student for work

Minors

Definition:

A minor is an approved, coherent focus of academic study in a single discipline, other than the student's major, involving substantially fewer hours of credit than a corresponding major. Certain major and minor combinations may be deemed inappropriate by either the college or department of the major or minor. Inappropriate combinations include, but would not be limited to, ones in which an excessive number of courses in the minor are simultaneously being used to fulfill requirements of the student's major

Minimum Requirements

Individual undergraduate minors may have additional requirements. A minor:

- Requires a minimum of 15 credit hours, of which at least nine credit hours must be upper division
- Is not intended for students pursuing a major in the department which offers the minor

Make your program a minor if:

- it is around 15 credit hours
- it has at least 9 upper-division credit hours
- it is for undergraduate students only
- it offers a similar experience to a major but with fewer credit hours

Concentrations

Definition:

A concentration is a formalized selection of courses within a major. Concentrations are distinguished from more informal academic distinctions such as emphases, tracks, foci or options by assignment of a plan code for reporting purposes and appearance on the ASU transcript.

Minimum Requirements

Before academic units can advertise undergraduate concentrations or include them in their offerings as described in the university catalogs, they must be recommended for approval by the Senate Curriculum and Academic Programs Committee and approved by the Office of the University Provost.

- A concentration requires a minimum of 15 credit hours, of which at least nine credit hours must be upper division. Specialized concentrations (e.g., Bachelor of Science in Interdisciplinary Studies concentrations) may have additional or different requirements.
- A concentration is offered by a single unit and is intended exclusively for students pursuing a particular major. If a concentration consists of courses from more than one college, the approval of each college Dean is required.

Make your program a concentration if:

- it offers at least 15 hours of specialized coursework in your degree subject
- it is similar to an existing or proposed degree program

	Minor	Certificate	Concentration
Minimum number of credits	15	15	15 of concentration coursework, 30-65 for the major, 120 for the whole degree
Minimum number of upper-division credits	9	12	45
Double dip with major	No	Yes	N/A
Restricting combination with major	Yes	No	N/A
Identified on transcript	Yes	Yes	Degree type and major (concentration)
Identified on diploma	No	No	Degree Type and concentration
Distinct graduation audit	No	Yes	Yes
Goes before ABOR in approval process	No	No	No

For additional information, go to
<https://provost.asu.edu/curriculum-development> or
email curriculumplanning@asu.edu.