

To complete this form on your computer, click in the space where you want to begin typing. Use the tab key or mouse to move between the blanks. The answer spaces will automatically expand to fit longer responses. Your completed form may run onto another page. Guidelines can be found following these forms.

Requested by: _____ Title: _____

Official Full Title of Minor Program: _____

Sponsoring School(s): _____ Sponsoring Academic Programs or Department(s): _____

UNDERGRADUATE GRADUATE

This minor will be introduced in the Fall Spring Term of the _____ Academic Year

LIST OF COURSES CONSTITUTING THE MINOR				
Course No.	Course Title	Credits	Required: Y or N	Pre-requisites:
TOTAL CREDITS:				

SPECIAL REQUIREMENTS AND RESTRICTIONS (explain who is eligible to take this minor)

Major Field(s) of Study: _____

Academic Year: _____

GPA: _____

Restrictions: _____

Other(s) _____

BULLETIN DESCRIPTION (75 words Max):

RATIONALE (explain the needs/benefits of the proposed minor) including a statement of objectives:

RESPONSIBLE COORDINATOR (to be used in Institute publications)

Name: _____

Title: _____

Location: _____

Phone number: _____

Email address: _____

CONTACT INFORMATION FOR APPLICATION TO THE MINOR (if different from that of the Responsible Coordinator)

Name: _____

Title: _____

Location: _____

Phone number: _____

Email address: _____

SUMMARY OF CONSULTATIONS WITH DEPARTMENTS LIKELY TO BE AFFECTED AND RESPONSES FROM THOSE DEPARTMENTS:

COMMENTS:

SIGNATURES

Chairperson: _____ Date: _____

School Curriculum Committee: _____ Date: _____

Dean/Director: _____ Date: _____

Academic Senate: _____ Date: _____

Provost Approval: _____ Date: _____

Guidelines for Establishing Minor Programs

Approved 12/03/08

With the objective of offering students greater opportunity to add cross-disciplinary knowledge to their major program of study, the Office of the Provost encourages the introduction of minor programs.

A minor is a sequence of courses constituting a coherent program of study requiring depth in the subject, but not as extensive a program as the major. Minors are of two types:

- Program Minor: a comprehensive study within a single discipline
- Interdisciplinary Minor: interdisciplinary study focusing on a single theme with courses offered by various departments, schools, or divisions.

Program Minors are not open to students majoring in that discipline.

Minors are transcripted, restricted to degree students and may include course prerequisites or GPA requirements in addition to the course and credit requirements. The degree and the minor must be awarded simultaneously. Satisfactory completion of a minor will be noted on the final transcript following graduation.

A unit intending to propose a minor should prepare materials in accordance with the following guidelines.

1. The undergraduate minor should consist of at least 15 and no more than 21 credits.
2. The graduate minor should consist of at least 9 and no more than 12 credits.
3. No 100-level courses may be used toward the undergraduate minor; no less than 50% of the credits in the minor must be at the 300-level or higher.
4. The unit(s) sponsoring the minor may set requirements for eligibility.
5. Elective courses, which fulfill requirements for a major, may also be used to fulfill course requirements for a minor.

Procedures for Developing or Revising Academic Minors

Proposals involving program minors should be initiated by the department, endorsed by the chairperson, the school curriculum committee, and subsequently by the Dean. It is then submitted by the Dean to the office of the Provost for consideration by the Academic Senate. The proposal is submitted to the Academic Senate's Academic Programs and Policies Committee for review and comment prior to final approval by the Office of the Provost.

Proposals involving interdisciplinary minors will be subject to endorsement by all appropriate departmental curriculum committees and chairpersons, by the appropriate school curriculum committees and deans. It is then submitted to the Office of the Provost for forwarding to the Academic Senate's Academic Programs and Policies Committee for review and comment prior to final approval by the Office of the Provost.

Minors do not require approval beyond the campus. If new courses are proposed as part of a minor, they must be approved through the existing review and approval processes.

Student Candidate Requirements

A student seeking a minor must consult with her/his adviser on a plan of work and the student must file a copy of this plan with their adviser as soon as the minor is declared. A copy of this plan should be sent to the Office of the Registrar to be filed in the student's permanent record, at least one semester prior to graduation. Plans filed late with the Registrar may result in the minor not appearing on the final student transcript.

Proposal Format

Initiators of a new undergraduate minor must complete the "Proposal to Establish a Minor Program" form, which should include the following:

1. Rationale

A rationale for offering the minor and for the combination of courses in the minor (i.e., the disciplinary coherence of the minor, the need to individualize according to students' goals, etc.). Indicate how the set of required courses for the minor provides a systematic understanding of the field(s) of study or theme.

2. Courses

A list of courses that define the minor with specific and elective course requirements. This should include titles and descriptions of existing courses and proposed courses, as well as their prerequisites. If interdisciplinary, a checklist that will be used to determine whether a student has completed all the requirements for the minor should be provided. Any new proposed courses must be included in the list, and so designated.

3. Special requirements

Special restrictions or requirements for admission and completion such as GPA, course grades, number of courses that may overlap with the major, etc.

4. Bulletin Description

A narrative summary of the program for publication in the Bulletin including minor requirements.

5. Administration of the Minor

Information on faculty and staff persons who would be responsible for the administration of the minor program, including name and title. A brief description of the advising and support services that will be provided to students pursuing the minor should also be included.

6. Endorsements

If interdisciplinary, or if courses from other departments are required, endorsement and participation from both faculty and department chairs who will be offering the minor.

Please Note: *New courses developed for minors must be approved prior to (or concurrent with) the submission of the proposal for the minor. New courses must be approved through the regular course approval process.*