

GUIDELINES FOR PROPOSING CUSTOMIZED MINORS

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 cluster of courses constituting a coherent program of study requiring depth in the subject, but not as extensive a program as the major. Minors enable students to supplement their work in their departmental concentrations with focused study in another field. Most minors include required courses and elective courses within concentrated menus. Because of the rigorous requirements, students should identify their interest in a minor early in their academic careers.

For some students, minor programs provide an opportunity to pursue a special area of interest that closely complements their departmental concentration. Two examples: a student concentrating in architecture pursues a minor in interior design; a student majoring in writing pursues a minor in philosophy. For other students, minor programs provide an opportunity to pursue intellectual passions unrelated to the departmental concentration. Two more examples: a student majoring in industrial design pursues a minor in photography; a student majoring in fine arts pursues a minor in sustainability.

The Customized Minor is a student-driven program that provides opportunities for students to pursue an area of interest in the form of a minor that is not provided by the established curriculum. A Customized Minor is a minimum 15-credit set of courses that coherently proposes a field of study that is adequately covered with the proposed courses. A select number of students may apply to do a Customized Minor.

Student Academic Requirements

Customized Minors are transcribed and restricted to matriculated students. A student seeking to do a customized minor must have a 3.0 GPA and be in good standing. The degree and the minor must be awarded simultaneously. Satisfactory completion of a minor will be noted on the final transcript following graduation.

A student wishing to propose a customized minor must consult with her/his adviser on a plan of work. The student must also attend a Customized Minor Information Session AND a Customized Minor Workshop. The interested student then must submit the Customized Minor Form AND all relevant documents to the Customized Minor director.

Processes

Proposals involving Customized Minors are initiated by the student, and supported by the undergraduate advisor and the Customized Minor director.

A student interested in doing a Customized Minor is encouraged to discuss their idea (along with the courses that will comprise this minor) with their undergraduate advisor and the Customized Minor director. Subsequent to the preliminary explorations, and AFTER attending both an information session AND a workshop on customized minors, students can submit their proposal to the Customized Minor director.

The deadline for submission of the Customized Minor proposal is the **last day of Add/Drop in a given semester**. There will be NO extensions allowed for the Customized Minor. A limited number of proposals will be accepted.

The proposals are reviewed by the director of Customized Minors in consultation with the Vice Provost for Academic Affairs. They might also need to be forwarded to experts in the proposed minor field. A feedback loop will be established with students. Final approval will be by the Office of the Provost. An approved Customized Minor will need to be registered with the Office of the Registrar.

Customized Minor Course Guidelines

The customized minor should be prepared in accordance with the following guidelines:

- The undergraduate minor should consist of at least 15 credits and no more than 21 credits;
- Generally, 100-level courses may not be used toward the minor. However, given the necessity of acquiring certain foundational technical skills for particular minors, a minor proposal may argue for the inclusion of up to 3 credits at the 100 level. The rationale for this inclusion must be made in the final minor application form and attached documents;
- At least 40% of the credits in the minor must be at the 300 level or higher;
- Student can integrate up to 3 courses (9 credits) already taken in the design of their Customized Minor;
- Independent Study can be used for a Customized Minor only if it has already been taken OR it has already been fully approved. A maximum of 3 credits of Independent Study—and only one (1) Independent Study—course work can be used for the Customized Minor;
- Any of the courses within the 126 credits (program requirements, specific electives or all-institute electives) may be used to fulfill course requirements for the Customized Minor.

Customized Minor Proposal

After students have attended an information session and a workshop, and after having discussed their concept with their undergraduate advisor and the Customized Minor director, they must complete and submit the Customized Minor form, along with documents attached to the form containing the following information:

1. A *short description*: a short narrative summary of the minor for possible future communication and highlighting in Pratt material (75 words maximum);
2. A *narrative description* of the minor (a longer and more detailed description of the minor);
3. The *rationale* for proposing the minor and for the combination of courses in the minor. The rationale should indicate how the set of required courses for the minor provides a systematic understanding of the field of study. It should also integrate research involved in proposing the minor, as well as make a connection to the student's aspirations and academic and learning goals. In addition, this section could include a brief narrative describing consultations with experts at Pratt and beyond concerning the Customized Minor. Recommendation letters from faculty can also be included (but are not required).
4. A *course list* should be attached to the proposal. This is a list of courses that define the minor. This list should include:
 - a. Courses' names and numbers;
 - b. Semester the courses were taken and/or are offered and anticipated to be taken;
5. *Syllabi of all courses*: the syllabi of courses already taken and courses that are to be taken in the future must be provided.
6. The minor's outcomes and the *Customized Minor Student Learning Outcomes Map* must be included.