**Office of the Provost**

*Pratt Institute*

*200 Willoughby Ave.*

*Brooklyn, NY 11205*

**Proposal to Establish a Minor**

**GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Submitted by: |  | | | | | | Title: | |  |
| Concept Proposal Feedback Received on: | | | |  | | | | | |
| Official Full Title of Minor: | | |  | | | | | | |
| Is this a Program Minor? | |  | | | | | | | |
| If Yes, what is the Sponsoring Department/School? | | | | |  | | | | |
| If this is an Interdepartmental/Interdisciplinary Minor, what are the participating Departments/Schools? | | | | | |  | | | |
| Proposed semester/academic year of the introduction of the Minor: | | | | | | | |  | |

**COMPONENTS OF PROPOSAL**

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| 1. **BULLETIN DESCRIPTION** (A short narrative summary of the program for publication in the Bulletin, including minor requirements; 75 words maximum) |
| 1. **NARRATIVE DESCRIPTION** (A longer and more detailed description of the minor) |
| 1. **RATIONALE** (The rationale should indicate the needs/benefits of the minor and how the set of required courses for the minor provides a systematic understanding of the field of study) |
| 1. **STUDENT LEARNING OUTCOMES** (A list of at least 3 learning outcomes targeted in this Minor) |
| **After completion of this Minor**, students will be able to: |
| **Outcome 1:** |
| **Outcome 2:** |
| **Outcome 3:** |
| **Additional Outcomes:** |

1. **COURSE LIST AND CURRICULAR FRAMEWORK**

This curriculum table and list of courses should be attached to the proposal. This is a list of courses that define the minor with specific requirements and electives menus, along with the number of credits required in each area. Syllabi of existing courses are NOT required for a minor proposal. This list should include:

1. Courses’ names and numbers;
2. Semester the courses are offered;
3. Prerequisites for listed courses.

Any new proposed courses must be included in the list, and so designated. A course that is a requirement for a minor may be proposed concurrently with the minor. The minor’s passing will then be contingent on the approval of the course, in addition to the other elements of the minor. New courses must be approved through the regular course approval process.

Please make sure to consult the Guidelines for Establishing a Minor. Note again that:

* 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 undergraduate 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 minor Concept Proposal and in this application;
* Generally, at least 40% of the credits in the minor must be at the 300 level or higher.

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| 1. **SPECIAL REQUIREMENTS** (If applicable, a list of special restrictions or requirements for students such as GPA, course grades, etc. should be noted.) | | | |
| 1. **ADMINISTRATION OF THE MINOR AND RESPONSIBLE COORDINATOR**   (Information on faculty/staff who would be responsible for the administration of the minor program, including name, title, and Pratt email address should be provided in this section.) | | | |
| **Minor Coordinator Name:** | |  | |
| **Title:** |  | | |
| **Pratt Email and Phone Number:** | | |  |
|  | | |  |
| 1. **SUMMARY OF CONSULTATIONS WITH OTHER DEPARTMENTS**   If a program minor includes courses from other departments, a brief narrative confirming the support of appropriate parties/chairs/deans of those departments should be included. As well, if the minor is an Interdepartmental/Interdisciplinary Minor, a narrative confirming the participation and support of appropriate parties/chairs/deans of departments with courses in the minor should be included. This section can also include the process of conceptualization and design of the minor, along with a description of the participation of various parties. | | | |
| 1. **ADDITIONAL COMMENTS** | | | |

**MINOR PROPOSAL SIGNATURE AND TRACKING SHEET**

**NOTE:**

1. If this is a **Program Minor**, **ALL lines** must be completed.
2. If this is an **Interdepartmental/Interdisciplinary Minor**, **ONLY lines** with an **asterisk** must be completed.

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| **Proposed Minor Title:** |  |

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| **\*** | **Minor Coordinator:** | | | | |  | | | | | **DATE:** |  |
|  | **Departmental Curriculum Committee:** | | | | | | | | |  | **DATE:** |  |
|  | **Chairperson:** | | | |  | | | | | | **DATE:** |  |
|  | **School Curriculum Committee:** | | | | | | | |  | | **DATE:** |  |
|  | **Dean:** | |  | | | | | | | | **DATE:** |  |
| **\*** | **Office of Provost Received on:** | | | | | | |  | | | | |
| **\*** | **ICC:** |  | | | | | | | | | **DATE:** |  |
| **\*** | **Provost:** | | |  | | | | | | | **DATE:** |  |
| **\*** | **Sent to Registrar on:** | | | | | |  | | | | | |