

University of South Carolina Upstate

Change in Curriculum or Program to Include Minors

Academic unit _____ Catalog page number: _____

Major or program and code #: _____ CIP code: _____

Implementation semester/year: _____ Catalog edition: _____

Note: this is an abbreviated version of the curriculum or program information. Please include any additional information relevant to the proposed change.

| Current Curriculum as presented in the above edition of the catalog | Hrs. | Proposed Curriculum | Hrs. |
|---|------------|--|------|
| General Education and Major Requirements (Groups I - VIII) | () | General Education and Major Requirements (Groups I - VIII) | () |
| Cognate: | (12) | Cognate: | (12) |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| Supporting Courses: | (0) | Supporting courses: | (0) |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| Electives | (0) | Electives | (0) |
| _____ | | _____ | |
| _____ | | _____ | |
| _____ | | _____ | |
| TOTAL HOURS | 120 | | |

¹Please indicate minors accepted by this program (you may indicate "all" to include all minors):

Minor^{1,2,3} (18 -)
 18 hours minimum, Minimum grade of C in each course, 12 hours of upper-division coursework

TOTAL HOURS **120**

²Programs may specify the minors that will be accepted in their curriculum.
³Up to 6 hours of <300 level course work may be "dual-counted" for General Education and Minor credit (but not counted twice toward total hours in a program). This may require variability in the Electives and Minor credit hours.

Change in curriculum to include minors in: _____
(please list program)

Notifications

Proposals signed with a notation of "not recommended" may be forwarded to next level of review. Proposals that are not signed after ten full working days may be forwarded without signatures (on the initiative of those making the proposal) to the next level of review.

Signature of Division/School Academic Affairs Committee Representative

Signature of Assistant/Associate Dean or Unit Chair

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

Signature of School or College Dean

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

The current library support is ___ is not ___ adequate for the courses offered in this minor. (Signature of the Dean of Library is required only if library support is not adequate for the program.)

The Dean of the Library _____ Date _____

Present computer support is ___ is not ___ adequate for the courses offered in this minor. (Signature of the Vice Chancellor for Information Technology & Services is required only if computer support is necessary for this course.)

Vice Chancellor for Information Technology & Services _____ Date _____

The courses in the minor ___ will ___ will not be offered through distance education. (Signature of the Director of Distance Education is required if distance education delivery format [section 200-299] will be used.)

Signature of Director, Distance Education

Course description meets editorial guidelines for the catalog.

Signature of Registrar

This proposal has been submitted to the Academic Affairs Committee.

Signature of Academic Affairs Committee Chair

Approvals

Approvals are required.

This proposal has been submitted to the Faculty Senate.

Signature of Faculty Chair

Signature of Senior Vice Chancellor for Academic Affairs

STATEMENT OF JUSTIFICATION: The following is a set of questions intended to serve as guidelines for the inclusion of minor in a curriculum. Responses to these questions should be identified in the text of the statement by means of the number index provided.

A. MAJOR PROGRAMS AND DIVISIONAL CURRICULUM

- (A1) Is a minor required?
- (A2) Is this minor replacing the cognate requirement, an option to use in place of a cognate, or in addition to a required cognate?
- (A3) Are the hours projected for the proposed minor to come from electives or support courses and do the hours to complete the minor fit within current program hour requirements (typically 120 hours. A program's hours should not increase due to the inclusion of a minor)?

Check list for including a minor in the curriculum

Please do not include this sheet when submitting this form for signatures and approvals

- ✓ A minor must:
 - be a minimum 18 hours (adjust other requirements as needed).
 - contain 12 hours of upper division coursework.
 - require a minimum grade of C on all courses.
 - fit within the 120 hour framework for obtaining a degree.
- ✓ A minor may consist of a cognate plus additional hours. Remember that not all disciplines will offer minors or cognates. Are the hours projected for the proposed accepted minor(s) to come from electives or support courses? Use the most likely minor(s) to verify that minors will fit within the 120 hours of a typical degree program.
- ✓ Up to 6 hours of <300 level "dual-use" courses from the general education requirements may be used to satisfy the requirements for a minor. Remember these "dual-use" courses do not count twice toward program hours!
- ✓ Watch for hidden pre-requisites. The minor should be realistically based on the program of an average student.
- ✓ Complete the "Change in Curriculum or Program to Include Minors" form, and obtain necessary signatures.