

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.

_____ Recommended ___ Not recommended ___ Date _____
Signature of Division/School Academic Affairs Committee Representative

_____ Recommended ___ Not recommended ___ Date _____
Signature of Assistant/Associate Dean or Unit Chair

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

_____ Recommended ___ Not recommended ___ Date _____
Signature of School or College Dean

Current Resources Adequate ___ Not Adequate ___

If not adequate, explain: _____

This proposal has been submitted to the Academic Affairs Committee.

_____ Recommended ___ Not recommended ___ Date _____
Signature of Academic Affairs Committee Chair

Approvals

Approvals are required.

This proposal has been submitted to the Faculty Senate.

_____ Approved ___ Disapproved ___ Date _____
Signature of Faculty Chair

_____ Approved ___ Disapproved ___ Date _____
Signature of Senior Chancellor for Academic Affairs

Check list for offering 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
 - contain 12 hours upper division
 - 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 minor to come from electives or support courses? Use the most likely audience for your minor(s) to verify that the proposed Minor fits within the 120 hours.

- ✓ 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! If there are specific courses from general education that may be counted toward the minor you propose, please list them.

- ✓ Avoid hidden pre-requisites. The minor should be realistically based on the program of an average student.

- ✓ Complete the " Change in a Program to Offer Minors " form, and obtain necessary signatures.