

University of South Carolina Upstate Change in a Program to Offer a Minor

School, division, or other: _____ Major or program offering the Minor: _____

Implementation semester: _____

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

Proposed Curriculum	Hrs.
<i>Courses required for the Minor^{1,2,3} (you may also specify acceptable substitutions)</i>	
TOTAL HOURS FOR THE MINOR (must be a minimum of 18)	()

¹ Up to 6 hours of General Education (<300 level) may be used to satisfy requirements of a minor.
² Minimum grade of C is required for all coursework.
³ A minimum of 12 hours of upper division coursework is required.

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

- A. CONTENT, OBJECTIVES, METHODS
 - (A1) Provide the rationale for offering this minor.

- B. MAJOR PROGRAMS AND DIVISIONAL CURRICULUM
 - (B1) Are present course offerings, facilities, and personnel adequate to meet projected demand for this minor? If not, explain how the projected demand will be met.
 - (B2) Was this proposal approved by members within the unit?
 - (B3) Does the minor require new courses? If so, explain.
 - (B4) Does the minor require new faculty? If so, describe staffing needs and plans.
 - (B5) Provide evidence the minor's upper division coursework can be completed within a two-year cycle.

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

Notifications

Signatures in this section indicate awareness of the proposal. Proposals signed with a notation of recommended or not recommended may be forwarded to the Executive Academic Affairs Committee for consideration. Proposals that are not signed after ten full working days by the school or division academic affairs committee chair, the division chair, or the college or school dean 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 Chairperson

_____ Recommended ___ Not recommended ___ Date _____
Signature of Assistant Dean or Division Chairperson

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

This proposal meets editorial guidelines for the catalog.

_____ Date _____
Signature of Registrar

This proposal has been submitted to the Executive Academic Affairs Committee.

_____ Recommended ___ Not recommended ___ Date _____
Signature of Executive Academic Affairs Committee Chairperson

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 Vice 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.