

Proposal Form for Academic Minors

APD# _____ Date Received _____ Date Approved _____

Name of Minor _____

Department(s)/Programs Submitting Proposal _____

Mark all that apply: New Minor Change to Minor Interdisciplinary Minor Deletion of Minor*

Directions:

1. In the table below, specify the courses that make up the minor. A minor has a minimum of 18 hours.
2. At least 1/3 of the total number of hours must be 3000 or higher.
3. A specific sequence or pattern of courses must be indicated.
4. Prerequisites required for a course in the minor are to be listed as part of the minor. Or an alternative method of satisfying the prerequisites must be described.
5. A minor must demonstrate academic focus; however, flexibility and choices are desirable.
6. If the minor is interdisciplinary, all participating departments and colleges must indicate approval by signing the signature page.
7. *Rational for deletion of a minor must be given; a memo indicating approval from all affected departments must be attached. Also attach a separate sheet explaining the rationale.
8. If you are proposing changes in an existing minor, review the impact of changes on other degree offerings, certificates, programs, or minors. (Attach separate sheet.)

Course Dept. & Catalog Number	Course Title	Prerequisite(s)	Intensive (W, O, CT) or Capstone (C)**	No. of Semester Hours

Total Semester Hours: _____

**Indicate any writing, oral-communication, and critical thinking intensive, and/or capstone courses in the fourth column. List the educational outcomes provided to the students through this minor:

Signature Approval:

Before submitting proposal to Academic Programs Committee (handwritten signatures required; date may be typed):

Department(s)/Program(s) Chair(s) _____ Date _____

College Curriculum/Prog. Committee, Chair _____ Date _____

Dean(s) _____ Date _____

Before circulation to deans and chairs:

Academic Program Division Chair _____ Date _____

After circulation:

Academic Senate Chair _____ Date _____

Note: If a proposal is returned to the department, the revised proposal with a second signature page must be resubmitted with the entire original proposal attached.