



## MINOR PROPOSAL (Undergraduate Only)

### Definition of Minor

A minor is an “organized curriculum that is offered as part of an individual student’s degree plan and which enhances or complements the degree to be awarded.” [BOG Regulation 8.011 (2) (c)].

### Proposal

The requirements pertaining to each section below must be reproduced within the body of the proposal in order to ensure that all sections have been satisfactorily addressed. The minor proposal should include the following elements:

1. Purpose. The proposal should identify particular needs, which cannot be met by existing degree certificates or minors, identifying the particular target group for the program. It should specify in what ways the minor will complement students’ degree programs. Finally, it should specify which fall semester the program will start (a fall start is required in order to be consistent with the *General Bulletin* publication schedule) and must identify the contact point for information regarding the minor.
2. Program of Studies. The proposal should include the total number of credits required and specify the courses to be taken. Minors typically require between 12 and 18 credit hours and may not require students to complete more credits than the associated major. Specific courses may either be required or elective. An undergraduate minor may not require the completion of graduate courses.
3. Certification of Minor Completion. The unit responsible for the minor must ensure that the *General Bulletin* and department website descriptions of the minor requirements are clear and comprehensive enough for the student’s dean’s office to certify completion of the minor prior to graduation.

### Notes on Process

1. The proposal is initiated by the faculty members in the unit proposing the minor, who submit it through the following approval sequence:
  - a. Department Curriculum Committee (or Advisory Committee for Institute or Center)
  - b. Department Chair or Equivalent (or Director of Institute or Center)
  - c. School or College Curriculum Committee
  - d. Academic Dean
2. Following approval, the Dean’s Office notifies the following offices that the minor is in effect:
  - a. Vice President for Faculty Development and Advancement
  - b. Dean of The Graduate School or Dean of Undergraduate Studies
  - c. University Registrar
  - d. Department Chair
3. Once a minor is approved, the program should be included by the academic unit in the *General Bulletin* copy. The *General Bulletin* is updated annually, with the editing process beginning in late September. An approved minor may be modified by following the same approval sequence as the original proposal. Units should notify the offices listed above if they wish to terminate a minor and must request that it be removed from the unit’s *General Bulletin* copy. The minor must continue to be recognized, with the possibility of course substitutions, by a student’s graduating dean if it was included the year the student entered the degree program (e.g., was certified into upper-division or transferred into the degree program from another institution).
4. Upon approval of a new minor, Plan Codes will be developed and implemented by the Registrar’s Office for use in Student Central.



## MINOR APPROVALS (Undergraduate Only)

COLLEGE: \_\_\_\_\_

DEPARTMENT/SCHOOL/INSTITUTE/CENTER: \_\_\_\_\_

NAME OF MINOR: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_ (semester, year)

APPROVED:

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Department/School Curriculum Committee or  
Advisory Committee for Institute or Center

Date

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Department Chair/School Director or Director of Institute or Center

Date

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College Curriculum Committee

Date

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Academic Dean

Date

Notifications must be sent to:

- a. Office of Faculty Development and Advancement (c/o Jennifer Buchanan)
- b. Dean of Undergraduate Studies
- c. University Registrar
- d. Department Chair