

DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

NEW UNDERGRADUATE MINOR
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Minor Description
 - II. Rationale for new minor: types of students, expected number of students and documentation, community need/relevance
 - III. Impact of this minor on other units
 - IV. Brief Description of the related major program (if any)
 - V. Required Credits – Minors require a minimum of 12 credits
 - VI. Prescribed required courses and other requirements (include new courses)
 - VII. Resources Required: Faculty, Library, Facilities including laboratories
 - VIII. Budget requirements
-

CHECK LIST - Check only those that apply

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date. | | |
| If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first. | | |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have the written approval/acknowledgement to include courses taught in departments/schools other than the proposing department? (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to #6 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.