NEW MINOR PROPOSAL FORM

1. Department(s) proposing the minor: _________________________________

2. Name of minor: _________________________________

3. Credits required (minors must consist of 18-21 credits):

4. Description of minor as it will appear in the Undergraduate Bulletin (write in full sentences):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

5. Statement of learning objectives (what knowledge and/or skills should all students have acquired upon completion of the minor?):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

6. Rationale/justification for the minor (why is this minor important to include in the College’s curriculum? What benefits do students derive from taking this minor?):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

*Before preparing this document, be sure to consult the College’s Guidelines for Minors available on the Office of Undergraduate Studies Web page.

Form created: April 2007
7. **List of courses constituting the minor with required pre-requisites** (Indicate the core requirements, capstone course, etc):

   Please note: New courses developed for minors must be approved prior to (or concurrent with) the submission of the proposal for the minor. New courses will be subject to the usual approval process.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

8. **Administration of the minor:**
   a. **Name, location, phone number, and email address of the minor advisor** (to be used in college publications):

____________________________________________________________________________
____________________________________________________________________________

   b. **Requirements for admission and/or completion of the minor if any** (i.e. GPA, course grades, deadlines, etc.):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

9. **Statement on expected enrollment and resources required:**

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

10. **Evaluate the library resources available to support this minor** (paragraph form, please include the names of specific resources as appropriate):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

   **Identify new library resources that are needed** (provide bibliography):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

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11. Evaluate the facilities, computer labs, or other resources needed to support this minor:
____________________________________________________________________________
____________________________________________________________________________

12. Summarize consultations with other departments that may be affected: ______________
_______________________________________________________________________________
_______________________________________________________________________________

13. Name(s) of the Chairperson(s):

Provide the meeting date at which the departmental curriculum committee has approved this proposal. **Meeting date:**

Signature(s) of chair of department(s) proposing this minor:

__________________________________________________

Date of signature: ______________________

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