

Procedures for Revising a Minor - Faculty of Science (revised 7-May-2017)

A. General Description of Minors

Minor subjects permit students to engage in areas of limited specialization in addition to their major degree program(s). Minors require a minimum of 18 credit hours above the 1000-level. Students may declare more than one Minor, but no course can count toward more than one Minor (and no course can count toward a Major and a Minor). Advising for disciplinary and subspecialty Minors will normally be handled by departmental program advisors. Interdisciplinary Minors must have a designated hosting department and Coordinator/advisor. New Minors must be approved by the Faculty of Science Curriculum Committee (FoS CC), the Dean of Science, and Senate and its committees. **Course requirements for Minors can be updated on an ongoing basis through requests to FoS CC.**

B. Description of Minor Options

1. Disciplinary Minors

- are general minors within departments or programs (e.g., Minor in Chemistry, Minor in Statistics)
- cannot be combined with a major in the same program
- can be combined with other minors

2. Subspecialty Minors

- are specialized minors within departments or programs
- cannot be combined with a major in the same program
- require a rationale explaining how the proposed subspecialty comprises a discrete minor
- require the support of the Chair of department that will offer the minor

3. Interdisciplinary Minors

- require courses to be taken in more than one department or program
- may require or permit courses to be taken in more than one faculty
- require a rationale for the program
- require a designated coordinator (responsible for advising students and monitoring curriculum)
- require support from the Chairs of all participating departments

C. Procedures for revising Minor requirements

- All changes to Minors that result in changes to the Academic Calendar require Dean's office approval
- Changes to title, course or other requirements, or learning outcomes of Interdisciplinary Minors require departmental (host and participating) and FoS CC approval
- Changes to Disciplinary and Subspecialty Minors require approval by the hosting department. The information will be provided to FoS CC for discussion but the changes do not require CC approval.
- Changes in Coordinator or small wording changes to calendar descriptions of any Minor may be approved by the Dean's office without FoS CC consultation.

Steps:

1. Complete a **Minor Revision Request**
2. Consult with external department/course instructor if adding one of their courses (contributing dept)
3. Obtain approval for revision from host and participating departments
4. Submit Revision Request and associated documents to FoS Curriculum committee (Dept rep)
5. Revision request considered by FoS CC ([vote for interdisciplinary](#); [no vote for disciplinary, subspecialty](#); [small changes approved by Dean's office](#))
6. Host *Dept initiator* **enters the new information in Navigator**, submits to Dean's office
7. Dean's office approves and submits to RO

Dept rep: Departmental representative, member of the Faculty of Science Curriculum Committee

Dept initiator: Person(s) with authority to make departmental course/calendar changes using Navigator Suite

Participating department: Departments/programs **participate** in a Minor by offering courses that are required for that Minor. Changes to a Minor require the signatures of the chairs of all participating departments.

Contributing department: Departments **contribute** by offering one or more elective courses, courses that are not required, but can be counted toward a Minor. Departments and/or course instructors will be consulted if one of their courses is proposed as a new elective course for the Minor.

Minor Revision Request

Minor information

	Current Information	New information (if different)
Title of Minor		
Minor type (disciplinary, subspecialty, interdisciplinary)		
Hosting department		
Participating departments		
Contributing departments		
Coordinator name - interdisciplinary only		
Number of Credit Hours		
Learning outcomes (interdisciplinary and subspecialty minors)		

Requirements for Minor
- courses, min grades, etc.

Rationale

Reason for revision

Calendar entry – Submit as separate document if using this pdf form

Revised Calendar entry for new Minor attached

Consultations with contributing departments attached (if needed)

Approvals

	Name & Department	Signature	Date
Chair of host dept			
Interdisciplinary only			
Chair(s) of participating dept(s)			
Minor Coordinator			
FoS CC approval			