

REQUEST FOR ADDING, CHANGING, OR DROPPING UNDERGRADUATE MINOR

PLEASE SUBMIT 17 COPIES OF EACH REQUEST

FORM F			
ACADEMIC AFFAIRS USE ONLY			
	DIST		TABLE
	CAT		HIST
	JMNR		
Effective: _____			

Department _____ College _____ Date _____
 Name of Minor _____

Has this change been discussed with and approved by all departments/colleges affected? **Yes () No () N/A ()**

ATTACH JUSTIFICATION for all actions: Use separate sheet.
ATTACH RESPONSE from any departments affected (i.e. any department whose course(s) are to be added).

ACTION (check appropriate box):

- () **ADDING:** Show the entire new minor using catalog format. Use plain sheets and attach.
- () **CHANGING:** List present catalog description which is to be changed (left column) and the changes proposed (right column). In proposed column, use ~~strikeout~~ and **bold** to indicate changes. Explain all changes adequately on attachment.
- () **SUSPENDING:** Provide an adequate explanation for suspending the minor on plain sheets and attach.
- () **DROPPING:** Provide an adequate explanation for dropping the minor on plain sheets and attach.

MINOR

PRESENT

PROPOSED

Total semester hours in current minor: _____	Total semester hours in proposed minor: _____

APPROVALS:

Department Faculty Approval Date _____

College Faculty Approval Date _____

 Department Chair's Signature (Date)

 College Dean's Signature (Date)

 Chair, FS C & C Committee (Date)

 Academic Affairs Approval (Date)

Instructions for [Form F](#) Adding, Changing, or Dropping an Undergraduate Minor

Seventeen identical copies of each request must be submitted.

All questions must be answered. The proposal will be delayed until the form is filled out completely and accurately.

The department should consider the length of time necessary to obtain final approval. Substantive changes can require as long as 18 months before official implementation. Requests should be submitted early enough to obtain final approval before the desired effective date. Changes to minors generally take effect with the publication of the next *General Catalog*.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider proposals which have not been approved by college/departmental curriculum committees. *In addition, any other division of the University which might be affected by the curricular change must be consulted. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations.*

a. Adding a New Minor

A minor is the student's field of secondary academic emphasis. The entire new minor must be listed in catalog format. A brief justification for adding the minor should be attached to Form F.

b. Changing an Existing Minor

The present catalog description of the minor and the proposed catalog description should be typed under the columns *Present* and *Proposed* on Form F. In proposed column use ~~strikeout~~ and **bold** to indicate changes. An adequate explanation for all changes should be attached to Form F.

c. Suspending a Minor

A brief explanation for the suspension should be attached to Form E. When a concentration is suspended, students already in the concentration are allowed to finish. **No new students, however, will be admitted.**

Requests to reactivate suspended minors should be made by submitting a Form F to the Faculty Senate Courses and Curricula Committee. Indicate on Form F that a suspended minor is to be reactivated rather than a new minor added. If a significant amount of time has passed since the suspension, departments should check the current *General Catalog* carefully to ensure that the program meets all current requirements and that no required courses have been dropped.

d. Dropping a Minor

A brief explanation for the drop should be attached to Form F. When a minor is dropped, students already officially declared in the minor are allowed to finish. **No new students, however, will be admitted.**