

PROPOSAL TO THE SENATE

Guidelines for Undergraduate Minors

Sponsor:

Senate Committee on Educational Policy
A&A Deans

Brief Description

The purpose of this proposal is to establish guidelines by which Departments that seek to sponsor an undergraduate minor can receive Senate approval of the minor, and to recommend that successful satisfaction of the requirements for a Senate-approved undergraduate minor be acknowledged on the student's official University transcript.

Background

The departmental policy of offering a minor has become popular in recent years. A list of Senate approved minors on the UIUC campus is attached to this proposal. The Senate has reviewed and approved proposals for minors in an ad hoc manner. Some minors escaped Senate review, and were simply put in place by the sponsoring department. Apart from the LAS guidelines, no campus guidelines have existed for undergraduate minors and there has been no formal recognition of minors on the academic transcript.

A proposal for establishing procedures and policy toward undergraduate minors was forwarded to the Senate Committee on Educational Policy from the A&A Deans. In response to that proposal, the Senate Committee on Education Policy developed this proposal and is seeking Senate approval. The proposal has the approval and support of the A&A Deans.

Proposal

1. All undergraduate minors must receive Senate approval in order to be officially recognized by the campus and listed on the transcript.
2. Any academic department or unit with the approval of its college may initiate a proposal for an undergraduate minor. A formal proposal listing the requirements of the minor must be submitted to the Senate for approval. The proposal should comply with the guidelines below and follow the format of the

Standard Minor Approval Form (attached). Sponsoring departments have the right to restrict enrollment in the minor, but are not required to give priority for course registration.

3. The Senate Educational Policy Committee, acting on behalf of the Senate, will review all proposals and accept those that comply with the guidelines. Proposals that are out of the ordinary, such as those from more than one department or those from units that are not academic departments, may, at the Committee's option, be forwarded to the Senate for review by the whole Senate. The Senate Educational Policy Committee shall annually report to the Senate all newly approved minors.
4. A campus-level coding system in the official student database should reflect student enrollment in minors. The UI Direct system should display major and minor designations and the University academic transcript should reflect completion of all Senate-approved undergraduate minors earned by the student. When a student indicates an intention to graduate with a minor, the college of the sponsoring department will confirm whether the minor course of study has been completed.
5. Students must apply to the sponsoring department for admission to the minor. It is up to the sponsoring department to determine the appropriate enrollment and criteria for admission to the minor, and to certify successful completion of the minor. The sponsoring department must identify an advisor for each minor. It is the minor advisor's responsibility to advise students on minor requirements.
6. Out of concern for maintaining room for electives in the overall program of the student, students should be limited to no more than two minors.

Guidelines

1. A minor should constitute a coherent program of study requiring some depth in the subject, but not as extensive a program as the major. The minor should be comprehensive of study in the discipline, rather than focusing on a subfield of study within the discipline. In general, a department should propose only one minor.
2. The minor should consist of at least 16 and no more than 20 hours of course work in the sponsoring department. Prerequisite courses within the department count toward this total; prerequisite courses outside the sponsoring department do not count toward this total.
3. At least 6 hours of the minor should be advanced (300 or 400 level courses).
4. The department sponsoring the minor may set prerequisites for eligibility for the minor.

5. An academic department or unit intending to propose a minor should prepare requirements in accord with these guidelines, obtain approval from their college, and forward their proposal to the Senate Educational Policy Committee for review and approval. A standard form is attached.
6. Departments already sponsoring a Senate-approved minor should send a letter to the Senate Educational Policy Committee listing the requirements of the minor and asking to have the minor officially designated as a Senate-approved minor.

Attachments:

- List of Senate Approved Minors (Under Preparation)
- Standard Minor Approval Form (Attached)

Prepared by Subcommittee B

Revised 10/30/97

Revised 11/5/97

Revised 11/11/97

STANDARD MINOR APPROVAL FORM

Title of the proposed minor:

Sponsoring unit(s):

Date:

Brief description of the program of study: please explain how the proposed minor meets each of the following criteria:

- The minor program of study should require some depth in the subject, but not as extensive as the major.
- The minor should be comprehensive of study in the discipline, rather than focusing on a subfield of study within the discipline.
- In general, a department should propose only one minor.

Requirements: list the hours and course requirements for the proposed minor. The minor should consist of at least 16 and no more than 20 hours of course work within the sponsoring department or unit. At least six hours of the minor should be advanced (300-level or designated 200-level advanced courses). If the proposed minor fails to meet these criteria, please provide a reason.

Prerequisites for the minor: describe the prerequisites (if any) for the proposed minor. If the department intends to limit enrollment in the minor, tell how this will be done.

Expected enrollment in the minor: what is the total number of students expected in the minor once it achieves its full enrollment?

Admission to the minor: what is the position of the person within the department who will monitor the admission process for the minor?

Minor advisor: what is the position of the person within the department who will be assigned responsibility for advising students enrolled in the minor?

Certification of successful completion: what system has been set up within the college of the sponsoring department for certifying successful completion of the minor?

Statement for the catalog: provide a brief statement for the program catalog.

CLEARANCES:

Head/chair of the sponsoring department or unit:

Dean of the college of the sponsoring department or unit:

Chair, Senate Educational Policy Committee: