| Date: |  |
| --- | --- |

**Undergraduate NEW MINOR PROPOSAL Form**

| Name: |  |
| --- | --- |
| School: |  |
| Email address: |  |

| Name of the new minor: |  |
| --- | --- |

A. Please describe how the new minor will be administered—department or interdisciplinary committee (be specific!).

[*Insert reply here*]

B. Provide the exact **catalog text** for the minor. Please follow the format used in the Undergraduate Catalog (<http://www.heidelberg.edu/registrar/undergrad_catalog>).

[*Insert catalog text here*]

C. Please list the **courses** required for completion of the minor (including both course numbers and titles). Please indicate any prerequisites for the required courses. Also, indicate if any of the required courses would be **new courses**; you will need to provide New Course Proposal Forms for any new courses.

[*Insert reply here*]

D. Please list any **non-credit or internship** experiences required for completion of the minor.

[*Insert reply here*]

| E. Number of credit hours required in the new minor (15-21 hours): | >  |
| --- | --- |

| F. Number of credit hours required at or above the 300 level: | >  |
| --- | --- |

 (At least one 300-400 level course is required for a minor)

G. Please list any **majors or minors excluded** from completion of the minor.

[*Insert reply here*]

I. Please list and describe the (assessable) **learning objectives** for the minor.

[*Insert reply here*]

J. Please provide an academic **rationale** for the new minor. This should include a general statement of the value of the minor, and how it would contribute to the mission of the University.

[*Insert reply here*]

K. Please discuss any **overlap** between this new minor and existing majors and minors. How would this minor complement (or compete with) these other academic programs?

[*Insert reply here*]

L. Please provide information about the **market** for this new minor. What demand is there for this minor? How many students might the University expect to enroll in this minor? Provide specific details, please.

[*Insert reply here*]

M. Please describe how the new minor will be **staffed**. What required courses are already regularly offered? Which ones would need additional or new sections? If there are any new courses or additional sections needed, who will teach them? A two-year course rotation showing which courses will be available in each semester (and who will teach them) is helpful.

[*Insert reply here*]

N. Please discuss any additional **financial support** beyond current departmental budget funds (for equipment, supplies, library support, travel, etc.) necessary for the new minor. Provide a list of needs and estimated costs below.

[*Insert reply here*]

O. Is the new Minor a subset of a major or a combination of courses that currently exist and are required elsewhere in the existing curriculum? If no, please explain.

[*Insert reply here*]

**How to Submit:**

By submitting this form, you indicate the support of your School.

Submit this form by email as an editable document to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**

**Appendix A**

If any proposed changes impact any other schools/departments, it is the originating department’s responsibility to identify and notify the affected schools/departments. If the proposed changes do not require any additional changes to the catalog (example: proposed changes increase enrollment in another department’s class), the affected chairs should email UCC (ucc@heidelberg.edu) their approval.

If the impacted schools/departments also need to make catalog changes (example: elimination of a class that is a prerequisite for another department’s class), the originating department should forward Appendix A for review and/or completion. Once Appendix A is complete, it should be returned to the originating department who will then co-submit with their proposal.

| Name and title: |   |
| --- | --- |
| School: |  |
| Email address: |  |

**A.** What catalog change/new course/new major prompted this submission?

[*Insert reference to primary proposal here.*]

**B.** Copy the **catalog text** to be changed from the current catalog on the Web and paste below. Reformat the text as follows:

* ~~Strike out~~ text to be deleted.
* Underline new text.

[*Insert catalog text here*]

**C.** Provide a **clean version of the new text** that can be copied and pasted directly into the faculty agenda and the new catalog:

[*Insert catalog text here*]

**D.** Please discuss any for your program, particularly regarding how they align with the curricular section of your program’s Strategic Action Plan.

[*Implications here*]

Submit this form as an editable document together with the original new course form to:

Undergraduate Curriculum Committee: **ucc@heidelberg.edu**

Strategic Budget Committee Faculty: **sbcf@heidelberg.edu**

Provost: Courtney DeMayo Pugno: **cdemayo@heidelberg.edu**