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| Date: | >  |

**Minor Proposal Form**

Undergraduate Curriculum Committee

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| Name and title: | >  |
| Department: | > |
| Email address: | >  |
| Phone number: | >  |

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| --- | --- |
| 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): | >  |

|  |  |
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| 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: Email in Word to** **ucc@heidelberg.edu** or to Graduate Studies Committee Chair. Obtain an email (or written) statement of support from Department Chair/Director and Dean prior to submitting the proposal to UCC or GSC. When a new minor requires courses from another department, submit a statement of support from that department chair(s) and Dean(s). When financial implications are determined, provide support in an email (or written) from the Provost.

Note: Committee and faculty assembly approvals are not to be construed as budgetary support. The administration will have oversight over budgetary implications.