**Proposal for REVISED Minor**

Title of Minor:

Department:

Program Director (name, email):

Departmental Contact (name, email):

**Program of Study Details**

Instructions: All sections below must be completed prior to review by the College Curriculum Committee. You may expand sections as needed to add information, as well as attach additional materials.

If you have any questions, please contact Lark Farlee at lfarlee@ur.rochester.edu.

1. **Brief Summary of Revisions to the Minor (one-two paragraphs)**
2. **Academic Division(s)**

Academic division of the minor (Humanities, Social Sciences, Natural Sciences, Engineering, Variable):

If variable, please list all the divisions that the minor can satisfy:

For variable minors, if the changes affect how this is determined (e.g., number of courses required within division, etc.), please outline these changes below.

1. **Effective Start Date for Revisions**

Changes to minors must take effect at the beginning of a fall or spring semester. These changes must have internal approvals from the College Curriculum Committee and the Steering Committee.

Date revisions will take effect (semester, year):

1. **Background and Rationale for Minor Revisions**

Please provide a comprehensive rationale for any program changes, including:

* Justification for changes based on content, student demand, employment opportunities, or other factors
* Additional resources necessary to administer the revised program (e.g., courses, available faculty, staffing for advising, potential use of resources from other existing programs)

1. **Revisions to Program Outline**

Note that minor typically include 5-6 courses. Pre-requisite courses outside of this number of courses can be required but may reduce the desirability of the minor to students.

Does the revision change the total number of courses required for the minor? (Y/N)

If yes, what is the total change in the number of courses?

Total number of required program courses after revision:

Please provide an explanation for the change in number of courses:

Total number of pre-requisite courses:

Will students be able to complete pre-requisites as satisfactory/fail and have these courses count towards meeting minor requirements? (Y/N)

**Part 1**: Please outline the proposed program revisions. Provide a current version and revised version of the requirements using track changes. This may be added as a separate document.

**Part 2**: Please provide a listing of all courses ADDED to the minor in Appendix A (last page). This includes course pre-requisites and co-requisites, cross-listings, and other information.

1. **Requirements to Declare Minor**

Have any of the specific curricular requirements to declare a minor changed? This might include completing pre-requisite courses or a certain number of required courses in the minor, GPA requirements, or other requirements. If yes, please outline revised requirements below.

1. **Transition of Existing Students to New Minor Requirements**

Please explain how existing students in the minor will transition to the new requirements.

1. **Other Relevant Information**

Please include any additional, pertinent information that you think might be useful to the committee.

1. **Department/Program Approvals**

If any courses included in the program outline or writing requirement are from a different department or program, the corresponding department Chair(s) or Director(s) must sign below to indicate approval of the use of their courses. Please combine approval emails into a single pdf and submit with proposal.

Dept/Program Chair or Director Name Chair or Director Email Date of Email Confirmation

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Dept/Program Chair or Director Name Chair or Director Email Date of Email Confirmation

For Office Use Only:

Program of Study Code (Internal URS):

CIIP Code:

HEGIS Code:

**Appendix A: Course List**

* Course listings should include subject code and number, title, credits, and pre-requisite courses. (Examples are shaded on top of table.)
* Please list courses by the parent course. If a course is cross-listed, list the child courses in the cross-listed courses column.
* Please indicate in parenthesis (NEW) if the course will be newly created for the major. This information will be included in the proposal submitted to NYSED.
* Please indicate the typical frequency of offering (fall, spring, summer). If course is not taught yearly, please also indicate how often (e.g. every other year).

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| --- | --- | --- | --- | --- | --- | --- |
| **Course Number** | **Course Title** | **Credits** | **Pre-Requisites/ Co-Requisites** | **Cross-listed courses** | **New Course (Y/N)** | **Frequency of Offering** |
| *Example:*  BIOL 110L | *Example:*  Principles of Biology I | *Example:*  4 | *Example:*  completion or concurrent enrollment in CHEM 131 | *Example:*  None | *Example:*  N | *Example:*  Fall |
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