STATE UNIVERSITY OF NEW YORK

CANTON



MINOR PROPOSAL / CHANGE FORM

PART I: Please indicate proposal or changes:

New Proposal

Revisions to Existing Minor

Changes to Required Courses in the Minor

Deletion of Required Courses in the Minor

Deletion of Minor

Other (please explain):

Rationale (please explain):

1. Title:

2. Initiated By:

3. School or Department Proposing Minor:

4. Proposed Implementation Date: Fall  20   Spring  20

PART II Procedure Checklist: (See Policy & Procedures Manual Section 301.3)

Action:

A. Department Recommendation to School Dean

(Department Chair Signature)

Date:

B. Approval by the School Dean

(School Dean Signature)

Date:

C. Consultation with all other Schools

(Deans’ Signatures)

Date:

Date:

D. Curriculum Committee Recommendation  Date:

Transmitted to Faculty Affairs Committee (Curriculum Committee Chair)

E. Transmitted to Faculty Assembly for  Date:

Action for Returned to Committee (Faculty Affairs Chair)

F. Transmitted to Vice President for Academic  Date:

Affairs or Returned to Committee (Presiding Officer)

G. Notification to College Community \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

(VP Academic Affairs) Date

Minor Proposal must be submitted to the School Dean by November 15 and to the Committee by December 1 for fall semester implementation; and to the School Dean by April 15 and to the Committee by

May 1 for spring semester implementation.

PART II. Proposal of Minor:

Requirements of Minor Program

The minor shall consist of a minimum of 18 credit hours, at least half of which shall be upper division courses. A minimum of 12 credit hours of the minor must be completed in courses offered at SUNY Canton. At least 9 credit hours must not be required courses in the student’s major program.

A. Rationale:

B. Anticipated demand for minor

1. Identify potential student population which will utilize this minor:

1. What other Academic Programs will students be able to obtain this minor in? Two Director/Department Chair signatures are required:

Major 1:

Signature of Director/Department Chair:

Major 2:

Signature of Director/Department Chair:

2. How many students are anticipated to enroll in this minor?

|  |  |  |
| --- | --- | --- |
| First Year | Third Year | Fifth Year |
|  |  |  |

C. Which existing courses will be included in this minor?

D. List courses which must be developed prior to the minor being offered.

E. Will minor earn special certification? YES  NO

If so, what is the certifying body?

F. Will minor require additional specialized faculty or resources? YES  NO

If so identify them.

G. How many credit hours must be earned to complete this minor? (minimum 18)

      credit hours

H. List the courses which are applied to this minor:

Required Optional

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Title | Cr. Hrs |  | Course Title | Cr. Hrs |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

I. Identify any additional or special academic requirements:

J. Who is designated as Coordinator of this minor?

K. CIP Code:

Note: Contact Director of Institutional Effectiveness for CIP Code (x3975 or [todds@canton.edu](mailto:todds@canton.edu))