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 |
|       |       |  |       |       |
|       |       |  |       |       |
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|       |       |  |       |       |

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)