University of Nebraska-Lincoln

Modification of Undergraduate Minor

# I. Descriptive Information

|  |
| --- |
| **Name of College Proposing Modification of Undergraduate Minor** |
|  |
| **Name of Current Undergraduate Minor** |
|  |
| **Primary Administrative Unit for Current Undergraduate Minor** |
|  |
| **All Units Participating in the Current Undergraduate Minor** |
|  |
| **Current Delivery Site** |
|  |
| **Undergraduate Minor Currently Offered** *[Full program, not individual courses]* |
| \_\_\_On-campus only \_\_\_Distance only \_\_\_Both (on-campus and distance) |
| **Name of Proposed Undergraduate Minor** |
|  |
| **CIP Code** *[IEA can help with CIP codes or browse here:* [*http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55*](http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55)*]* |
|  |
| **Primary Administrative Unit for the Proposed Undergraduate Minor** |
|  |
| **All Units Participating in the Proposed Undergraduate Minor** |
|  |
| **Proposed Delivery Site** |
|  |
| **Undergraduate Minor will be offered** *[Full program, not individual courses]* |
| \_\_\_On-campus only \_\_\_Distance only \_\_\_Both (on-campus and distance) |
| **Proposed Date the New Minor will be Initiated** |
| *[term/year]* |

II. Details

1. **Description of the Proposed Modification:**

*[Include the plan for implementation]*

1. **Justification of the Proposed Modification:**

**! Sections III and IV are only required for mergers/consolidation or other substantial modifications. Delete these sections if they are not applicable; skip to Section V. Appendix**

# III. Additional Details

1. **Purpose of the Proposed Undergraduate Minor:**
2. **Description of the Proposed Undergraduate Minor:**

*[Include the following:*

*The primary student learning outcomes of the proposed minor.*

*The credit hour and course requirements, program of study, research and other academic requirements for students enrolled in the minor.*

|  |  |
| --- | --- |
| *List specific required or elective courses in the minor.*  *Add lines as necessary.* | |
| Course Number | Minor Credit  # Credit Hours |
|  |  |
|  |  |
| **Total** |  |

*Identify any unit or home college restrictions for who is eligible to pursue the minor (all students, only students pursuing degree programs within the college, only students within a particular major, etc.).*

*Identify any grade point average, course grade requirements, transfer limitations and pass/no pass options for courses to meet minor requirements.*

*Identify the primary contact (person and/or office) who can answer questions about the minor (regarding requirements, substitutions, scheduling of minor courses, etc.).]*

# IV. Review Criteria

1. **Evidence of Need and Demand**
2. *Need: [Address institution, community, region, state and nation. Evidence may include quantifiable and/or qualitative data regarding workforce needs, job and educational opportunities for graduates, potential for the program to contribute to society and economic development.]*
3. *Demand: [Include the extent of student interest in the proposed program. Evidence may include quantifiable and/or qualitative data regarding expected number of students to enroll in each of the first five years of operation, and minimum number of students required to make the program viable.]*
4. **Impact on Other Programs/Units**

*[What interactions will take place with other departments, units, and programs on all campuses? What participation will be required in terms of faculty from other programs? What steps have been taken to insure that the proposed minor does not overlap with existing programs? Please include documentation as needed.]*

1. **Adequacy of Resources**

*[What resources are necessary to make this minor viable? Are these resources available and, if not, how will they be obtained?]*

# V. Appendix

1. **Catalog Copy**

**!**

**When submitting to the Office of the Executive Vice Chancellor, submit**

* Memo from dean or VCIANR to EVC documenting college and department level approvals with original signatures, electronically
* Proposal form as a Word document, electronically
* Supporting documentation as a PDF, electronically