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20 February 1997

Office of the President
Ray M. Bowen

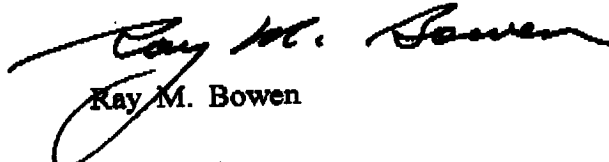
MEMORANDUM

TO: Dr. Steve Oberhelman
Speaker, The Faculty Senate

SUBJECT: The Faculty Senate Resolution on Undergraduate Minor Programs

This is to inform you that I have approved The Faculty Senate Resolution of December 9, 1996, (FS.14.082) regarding the Rule on Minor Programs with one stipulation. The AOC has recommended that the word "undergraduate" be inserted in the title of the Resolution to make certain the intent of the document is clear. I agree with the AOC's recommendation.

By copy of this memorandum, I am informing the deans of my approval.


Ray M. Bowen

RMB:pac

Attachment

cc: Dr. Ronald G. Douglas
Deans
Associate and Assistant Provosts

**FACULTY SENATE
RECEIVED**

FEB 27 1997

TEXAS A&M UNIVERSITY



IMPLEMENTATION PROCEDURES

1. The minor consists of 15-18 credits of required courses and does not include prerequisites. Approval of inclusion of a course in a minor by the department offering a prerequisite for the course is not needed. Prerequisite courses are not reviewed as a part of the Minor check on SIMS
2. The approval process for minors is as follows:
 - a. Existing Majors or Programs - Minors in an area which exists as either a major or program will be forwarded as an information item to the University Curriculum Committee (UCC).
 - b. New Programs - All new programs will be forwarded for approval by the UCC, Faculty Senate, and President.
 - c. Submissions to the UCC - A cover letter from the department head or program director will be sent to the Academic Operation Committee (AOC) associate dean with a copy to the dean of the college which describes the purpose of the minor and students to be served. The Proposed Minor Field of Study form which has been signed by the department head and/or program director will be attached. Letters of support are needed from departments of courses included as part of the 15-18 credits of required courses. After approval, the AOC dean will forward 20 copies of the cover letter and form to the UCC.
3. The Undergraduate Catalog will include an appendix listing minors available referenced to a page in the catalog. In each college section, a paragraph will describe availability of minors and eligibility of students in that and other colleges to enroll in the minor. A description of the minor will be placed within the appropriate section (major or program).
4. The minor will be available the next full semester after it has been approved.
5. Students may seek a maximum of two minors in addition to their major.
6. Students who are eligible to enroll in a minor, request approval for enrolling in a minor from the minor-granting department. Approval is given on a minor approval form which is signed and returned to the major department by the student. The advisor in the major department enters the minor program on screen 141 of SIMS. The student, minor-granting department, and major department retain a copy of the approval form.

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RULE ON MINOR PROGRAMS

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RULE ON MINOR PROGRAMS

The minor should provide either a concentration of prescribed courses that focus on a single content area or an interdisciplinary and/or comparative perspective on more than one area. The minor comprises 15-18 hours with a minimum of 6 in residence at the 300-400 level. The minor (or minors are) is recognized on the transcript after graduation, but not on the diploma.

A department, program, or college determines whether or not it grants a minor, enrollment limits and what courses count. The minor-granting department, program, or college is responsible for approving substitutes and may impose and monitor a grade point requirement, prerequisite, residence in minor, and/or capstone or methodology course to ensure the academic integrity of the minor.

The student's college and/or major department determines the number of minors that a student may seek and shall be responsible for advising after the student receives signed approval from the department, program, or college granting the minor.

**Texas A&M University
Proposed Minor Field of Study**

Name of Minor Program: _____

Department: _____

College: _____

Will grant a minor Yes No Academic Year: _____

A selection from among the following courses will constitute a minor field of study.

A. The following _____ hours of course work are required.

B. Select _____ hours from the following courses.

Please indicate further requirements such as grade point requirement, prerequisites, resident (if above the minimum 6 hours at the 300- to 400-level), capstone or methods courses.

Minimum of _____ hours required.

Minimum of 6 hours at 300- to 400-level

Reviewed and approved by:

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Department Head/Program Director

Date

AOC Dean of College

Date