

New Undergraduate Minor Program (Template)

Academic Year 2021-2022

Contact the Registrar's office to initiate a new minor. A form will be created in [OCEAN 1.9](#) by the Registrar's office with a temporary program code.

*Please ensure the proposal is saved with the date and program code in the name of the document (e.g., MAXX01LawJusticeCulture_112017).

A. Summary Statement

1. Date of submission
2. Program code (assigned by Registrar's office)
3. Name of minor
4. Administrative unit(s) proposing program
5. Name(s) of individual(s) proposing the program and their email addresses
6. A brief (< 250 word) statement summarizing the minor (including the distinguishing features of the curriculum, the total credit hours, and the intended audience of students) and a summary of resource needs.

B. Admissions & Curriculum

1. Criteria for admission
2. Describe the curriculum in a format that includes all of the following:
 - a. Course prefixes, numbers, names, and credit hours for each of the required courses,
 - b. All permitted electives, and any field or clinical requirements,
 - c. Specify what courses are existing and what course are new. If new courses are proposed, indicate the status of their approval through ICC/UCC.
 - d. The total number of credit hours required for completion of the minor,

C. Minor Program Details

1. Evidence demonstrating the need for the minor
2. Evidence of consultation, cooperation and/or collaboration with other OHIO programs in the development of this minor.
3. Is this minor intended to be delivered completely online? If not, what modality will the instruction be delivered? In-person or blended?
4. What is the financial impact of the program (projected income and expenses), including resource needs such as personnel, space renovations, equipment and technology, library resources, waivers, etc.