

## PROCESS FOR ESTABLISHING AN UNDERGRADUATE MINOR

### Notes:

- Establishment of a minor is an institutional process and does not require action by the Board of Trustees or ACHE.
- ACHE defines a minor as part of a degree program which consists of a specified group of courses in a particular discipline or field usually constituting a minimum of 18 semester hours.
- The discipline or field of the minor does not necessarily have to have a major of the same name. Minors are often subfields of majors or are taken by students pursuing other majors.

### Process:

1. Program faculty prepares [minor proposal](#).
2. The minor proposal is reviewed at the departmental level and then routed to the school/college-level committee(s) for review, with final review by Dean.
3. The Dean's Office submits approved Program Proposals to the [Undergraduate Curriculum Committee](#) (UCC) for review.
4. Faculty Senate makes a recommendation based on UCC input to the Provost, who then makes the final decision. Gregg M. Janowski communicates the approval to the Chair(s), Dean, and Registrar, who are responsible for implementing the minor.