

**UNIVERSITY OF BALTIMORE
Academic Policy Cover Sheet**

(See Process for Academic Policy Development, Revision or Discontinuance)

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>
CONTACT NAME: Peggy Potthast, Marilyn Oblak PHONE: x5342, x5260
POLICY TITLE: Undergraduate Minors
APPLIES TO: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SPECIFIC PROGRAM (if applicable): not specific to program
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2009

Box 1: ACTION ITEM (check appropriate box)	DOCUMENTS REQUIRED (see box 2 below)	REVIEW / APPROVAL SEQUENCE (see box 3 below)
X 1. New Policy	AB – others as appropriate	ABCDE – varies
2. Policy Revision	AB – others as appropriate	ABCDE – varies
3. Discontinuance of Existing Policy	AB	ABCDE – varies

Box 2: DOCUMENTATION (check boxes of documents included) (may include documents in addition to required ones)			
X	A. AP Cover Sheet (this document)	D. Additional Forms (as may be needed to support procedures)	F. Other (please list)
X	B. AP Proposal Summary	E. Samples of Similar Policies	
	C. Procedures (as appropriate)		

Box 3: REVIEW / APPROVAL SEQUENCE	SIGNATURES (as appropriate)	DATE
A. School / College Dean	<i>[Signature]</i>	4/29/09
B. Policy Coordinator	<i>[Signature]</i>	5/6/09
C. Academic Policy Review Committee Chair (UFS subcommittee–CRC)	N/A	
D. University Faculty Senate Chair (UFS option)	<i>[Signature]</i>	5/15/09
E. Provost and Senior Vice President for Academic Affairs	<i>[Signature]</i>	5/21/09
F. Attorney General's Office	Signature not required. If AG review is necessary, the date of approval may be received via e-mail and would be added by the Policy Coordinator.	
G. 10-Day Open Comment Period		6/3-6/13/09
H. President		
I. USM / Board of Regents – approval	Signature not required. If USM review is necessary, the date of approval would be added by the Policy Coordinator.	

Academic Policy Proposal Summary

INITIATING GROUP / UNIT:	LAW <input type="checkbox"/> MSB X <input checked="" type="checkbox"/> YGCLA X <input checked="" type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost <input type="checkbox"/>		
CONTACT NAME:	Peggy Potthast, Marilyn Oblak	PHONE:	x5342, x5260
POLICY TITLE:	Undergraduate Minors		
APPLIES TO:	LAW <input type="checkbox"/> MSB X <input checked="" type="checkbox"/> YGCLA X <input checked="" type="checkbox"/>		
SPECIFIC PROGRAM (if applicable):	not specific to program		
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I. Statement of Purpose:

The policy seeks to set the parameters for academic minors at University of Baltimore. It provides guidelines to faculty members wishing to develop minors and to students wishing to understand the requirements of minors.

II. Policy (including authority for policy waiver, exclusions, or sanctions, if any) can be attached if too lengthy for this box.

Please see attached for official policy. The following guidelines specify what will be initial practice in implementing minors:

- Prerequisite courses for requirements in the minor should be avoided and must be kept to a minimum of 6 credits as indicated in the policy attached.
- Unless a minor is being created to potentially initiate a new major or area of study at UB, courses that are part of a minor should already exist in the catalog and should be scheduled regularly.
- Because of resource constraints creation of new courses for minors must be discussed with the Dean or the Dean's designate.
- Because minors are created to serve audiences outside of the major, proposals for minors should be widely circulated, especially to faculty in target audience areas, prior to approval.
- Each minor must have a designated contact person who will be available to (1) answer student questions related to the minor, (2) answer faculty and adviser questions related to scheduling of course offerings, and (3) answer questions of other units of the university (e.g., Admissions, University Relations). This contact person is responsible for seeing that the courses required for the minor are offered on a regular basis so that students may complete the minor within a reasonable time frame. However, the contact person will not necessarily submit these courses for scheduling.
- The academic unit of the faculty member submitting the proposal is the academic unit which is responsible for (owns) the minor. This unit makes decisions about any substitutions within the minor.
- Verification of completion of a declared minor is part of the graduation check off done by the student's major program director or adviser.

III. Reason(s) for Proposed Policy

Becoming a four-year undergraduate institution means establishing new opportunities for students that did not previously exist. Prospective students often seek an academic minor to explore areas of interest outside of their major and to expand career opportunities. Even though many students have probably earned the equivalent of a minor in past years, this policy makes the completion of a set of courses designated as a minor a part of the student's transcript.

Academic Policy Proposal Summary (Page 2)

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IV. Current Policy (if proposal is a revision or discontinuance), including date of adoption if available, can be attached if too lengthy for this box.

No current policy exists.

V. Other (who was consulted, definition of terms, etc.)

Policies and practices governing minors in other colleges and universities (both in-state and out-of-state) were examined. We looked at percent of students in minors at other institutions. Internally the impetus came from Jessica Elfenbein. Others consulted internally were Miriam King, Marguerite Weber, Paul Moniodis, and advisers in CLA. There is no required definition of a minor in COMAR, MHEC, or USM.

June 26, 2009

Academic Policy Requirements for Establishment of Academic Minors

1. A minor is a cohesive set of courses designed to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area outside of the major. Minors may focus on one discipline or may be interdisciplinary.
2. Minors are developed by faculty members – within a division/department, across divisions/departments of the same unit, or across units of the university.
3. Academic minors are offered at the undergraduate level and require between 15 and 21 credits.
4. Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor by submitting a form (available at the Record's Office website) to the director or adviser of their major program for verification of eligibility for the minor. The Records Office adds the designation to the student's record and sends a copy of the declaration to the contact person of both the student's major program and minor. A student may not declare a minor until he/she has declared a major, but these declarations may be made at the same time.
5. A student may use a maximum of six credits to satisfy both degree requirements (including major and general education requirements) and minor requirements. Courses completed in one minor may not be used to satisfy the requirements in another minor.
6. At least half of the credits required in a minor must be upper division (300-400 level) courses.
7. At most 6 credits applied to a minor may be transferred from another regionally accredited institution.
8. Prerequisite courses which are not part of the minor itself are outside of the required credit count for the minor and may not exceed 6 total credits.
9. To graduate with a minor a student must earn at least a "C" (2.0) in each course applied to the minor.
10. Verification of completion of a declared minor is part of the graduation check off done by the student's major program director or adviser.
11. Minors will be posted on a student's academic transcript but not on the diploma.
12. A proposal for a minor must include the following: title of the minor, target audience for the minor including which majors are eligible, faculty member submitting proposal, academic unit of the submitter (this unit becomes the owner of the minor), contact person for the minor, and requirements for earning the minor.
13. All interdisciplinary minors are reviewed and approved by the undergraduate curriculum committees of each school providing courses for the minor.

Statement for Undergraduate Catalog Undergraduate Minors

A minor is a cohesive set of courses designed by faculty to provide students with an opportunity to cultivate skills and knowledge through concentrated study in an area that is not the major. Minors may focus on one discipline or may be interdisciplinary. Academic minors require between 15 and 21 credits. A minor is optional and students should seek the guidance of an academic adviser when selecting a minor to review the program plan of study required for completing a minor in conjunction with their degree.

Eligibility for a Minor

Students who have completed 24 credit hours with a 2.0 cumulative GPA may declare a minor by submitting a form (available at the Record's Office website) to the director or adviser of their major program for verification of eligibility for the minor. The Records Office adds the designation to the student's record and sends a copy of the declaration to the contact person of both the student's major program and minor. A student may not declare a minor until he/she has declared a major, but these declarations may be made at the same time.

Requirements for completion of a minor

No more than 6 credits may satisfy both requirements for the degree (including major and general education requirements) and requirements for the minor.

Courses completed in one minor may not be used to satisfy the requirements in another minor.

At most 6 credits applied to a minor may be transferred from another regionally accredited institution.

To graduate with a minor a student must earn at least a "C" (2.0) in each course applied to the minor.

Prerequisite courses which are not part of the minor itself are outside the required credit count and may not exceed 6 total credits.

Verification of completion of a declared minor is part of the graduation check off done by the student's major program director or adviser.

Minors are posted on a student's academic transcript but not on the diploma.