



DO NOT TYPE IN THIS BOX

Bulletin #: _____
Academic Year: _____

FLORIDA INTERNATIONAL UNIVERSITY UNDERGRADUATE PROGRAM PROPOSAL

New Undergraduate Minor

INSTRUCTIONS: Please Type. Fill out this form **completely**.

School/College _____

Div./Dept. _____

Minor Name: _____

Degree Name: _____ Not Applicable

B.A. B.S. Other Bachelor's _____

Proposed Implementation Date: _____

PROPOSAL REQUESTED BY:

Faculty Contact _____ / ____ /20____
(Type Name) (Signature)

(Email address) (Phone Number)

Chair (Dept./Div.) _____ / ____ /20____
(Type Name) (Signature)

Chair (Curr. Comm.) _____ / ____ /20____
(Type Name) (Signature)

College/School Dean _____ / ____ /20____
(Type Name) (Signature)

HEARING REQUIRED. PLEASE SUBMIT ORIGINAL FORM.

DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

NEW UNDERGRADUATE MINOR
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

The proposal must include the following elements:

- I. Minor description
 - II. Rationale for new minor: types of students, expected number of students and documentation, community need/relevance
 - III. Impact of this minor on other units
 - IV. Brief description of the related major program (if any)
 - V. Required credits (minors require a minimum of 12 credits)
 - VI. Prescribed required courses and other requirements (include new courses)
 - VII. Resources required: faculty, library, facilities (including laboratories)
 - VIII. Budget requirements
 - IX. Proposed catalog copy
-

Complete the checklist that begins on the following page.

- | | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee bulletin as this proposal? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date. • If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first. | | | |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers, and number of credits? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have written approval/acknowledgment to include courses taught in departments/schools other than the proposing department? (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <ul style="list-style-type: none"> • If yes, the written approval(s) or acknowledgment(s) must be attached to the proposal. | | | |