

1 **Procedures and Guidelines for Preparing New Minor Program or Concentration**  
2 **Proposals**

3 **Faculty Senate Approval –**  
4 **Provost Approval –**  
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6 An officially designated minor program at Wright State University is a structured and  
7 coherent secondary concentration of study. It is intended to allow undergraduates the  
8 option of presenting a second field of specialization in addition to a major as part of their  
9 permanent record at the University. Minor programs are designed by academic  
10 departments or program units. Any department or unit offering a major may offer a minor.  
11 A department or unit may establish one or more minors; a minor program will bear the  
12 unit name or the name of a recognized field within the discipline. **A concentration is an**  
13 **identified set of courses within a degree program indicating in-depth knowledge in a**  
14 **particular area of focus. Concentrations differ from majors in that the con-centration**  
15 **must include a minimum of 50% of the curriculum within the major. All new minor**  
16 **programs or concentrations within a major must follow Ohio Department of Higher**  
17 **Education (ODHE) minimum and maximum credit hour requirements.**

18 A formal proposal for a new minor program or concentration must be reviewed and  
19 approved by the appropriate college or school curriculum committee, the college or school  
20 faculty if required by that unit, the Faculty Senate Undergraduate Curriculum Committee,  
21 the Faculty Senate, the Board of Trustees, and the Ohio Department of Higher Education.

22 The approval process is initiated through submission of a request using the university  
23 curriculum workflow system.

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25 Original Policy: [https://www.wright.edu/academic-affairs/policies/new-minor-program-development-](https://www.wright.edu/academic-affairs/policies/new-minor-program-development-procedure)  
26 [procedure](https://www.wright.edu/academic-affairs/policies/new-minor-program-development-procedure)