

Current	Proposed
<p><b>Preparing New Minor Program or Concentration Proposals</b></p> <p>Policy Number 4230</p> <p>Date Created/Revised 02/01/2016</p> <p>Executive Responsibility Provost Faculty Senate</p> <p>Functional Responsibility Registrar</p> <p><b>4230.1 Policy</b></p> <p>An officially designated minor program at Wright State University is a structured and coherent secondary concentration of study. It is intended to allow undergraduates the option of presenting a second field of specialization in addition to a major as part of their permanent record at the University. Minor programs are designed by academic departments or program units. Any department or unit offering a major may offer a minor. A department or unit may establish one or more minors; a minor program will bear the unit name or the name of a recognized field within the discipline. A concentration is an identified set of courses within a degree program indicating in-depth knowledge in a particular area of focus. Concentrations differ from majors in that the concentration must include a minimum of 50% of the curriculum within the major. All new minor programs or concentrations within a major must follow Ohio Department of Higher Education (ODHE) minimum and maximum credit hour requirements.</p>	<p><del>New Minor Program or Concentration Proposals</del></p> <p>Policy Number 4230</p> <p>Date Created/Revised: <u>Proposed</u></p> <p><del>Executive Responsibility: Provost</del> Faculty Senate</p> <p><del>Functional Responsibility: Registrar</del></p> <p><b>4230.1 <u>Minors</u></b></p> <p>An officially designated minor at Wright State University is a structured and coherent <u>program</u> of study <u>that consists of at least 12 semester hours in a particular discipline</u>. It is intended to allow undergraduates the option of presenting <u>another</u> field of specialization in addition to a major as part of their permanent record at the University. Minor programs are designed by academic departments, <u>academic programs</u> or <u>select non-academic program units</u>. A department or unit may establish one or more minors; a minor program will bear the unit name or the name of a recognized field within the discipline.</p>

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

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

### 4230.2 Concentrations

A concentration is an identified set of courses within a degree program indicating in-depth knowledge in a particular area of focus. Concentrations differ from majors in that the concentration must include a minimum of 50% of the curriculum within the major.

### 4230.3 Approvals for New Minors and Concentrations

All new minor programs or concentrations within a major must adhere to the Ohio Department of Higher Education (ODHE) and the Higher Learning Commission credit hour requirements. The approval process for a new minor or concentration, as well as any modification, elimination or name change, is initiated through submission of a request using the university curriculum approval process. Such changes must be reviewed by the appropriate department curriculum committee, department chair, college or school curriculum committee, the college or school faculty if required by that unit, the Dean, the Undergraduate Curriculum Committee, and the Faculty Senate. Proposals must be submitted to the Provost for final review and approval.

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## New Minor Program or Concentration Proposals

Policy Number 4230

Date Created/Revised: Proposed

Executive Responsibility: Provost, Faculty Senate

Functional Responsibility: Registrar

### 4230.1 Minors

An officially designated minor at Wright State University is a structured and coherent program of study that consists of at least 12 semester hours in a particular discipline. It is intended to allow undergraduates the option of presenting another field of specialization in addition to a major as part of their permanent record at the University. Minor programs are designed by academic departments, academic programs or select non-academic program units. A department or unit may establish one or more minors; a minor program will bear the unit name or the name of a recognized field within the discipline.

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## Additional information pertaining to programs from non-academic units

“University Programs” (once referred to in Banner with a college code of “Other”) is “home” to several courses and programs that do not neatly fall within the traditional academic units. These includes (off the top of my head): Aerospace Studies, Cooperative Education, International Education (Study Abroad), Military Science, and University Honors. In the approval hierarchy, the Provost approves in each of the steps a traditional department or college would, but the proposals are still considered by the university curriculum committee. Here is an example of a workflow route for a new or modification to one of these programs currently:

1. Originator (most likely to be someone in the program). Any faculty or staff member can originate a curriculum proposal.
2. Department Curriculum Committee – there is not a traditional department overseeing this program, the Provost makes the approval decision for this step.
3. Department Chair – Provost
4. College Curriculum Committee – there is not a traditional college overseeing this program, the Provost makes the approval decision for this step.
5. Dean – Provost
6. Undergraduate University Curriculum Committee – UCC Chair
7. Faculty Senate (if applicable, example: new minor)
8. Provost (again, if applicable, example: new minor)
9. Board of Trustees (if applicable, example: new major)
10. Academic Affairs (Carl Brun, if needs ODHE/HLC notification or approval)