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**Minor and Concentration Proposal Form**

**Guidelines**

* Answer each question completely.
* The length of this proposal should be approximately three to five pages.
* The proposal must go through the necessary college and department approvals before submission to the Office of Academic Affairs.
* The proposal should be submitted along a letter of support from the Dean’s office. The letter should state that the proposal received the appropriate college and department/school approvals, and that it is recommended by the dean.
* Note: If including online delivery, please contact online learning for additional information
1. **Name of the Proposed Minor or Concentration**
2. **Participating Department(s)**
	* List all departments participating in offering the proposed minor or concentration.
3. **Need, Objective and Rationale**
* Provide a description of the proposed minor or concentration, its purposes and why it should be implemented.
* Indicate how many students would be interested in the proposed minor or concentration.
1. **Curriculum**
	* List the courses and credits required, and electives offered
	* For each course, indicate whether this is an existing course or whether it will be developed
	* Ensure that the program of study follows the undergraduate or graduate academic guidelines.
2. **Governance and Administration**
	* Describe the governance and administrative structure of the proposed minor or concentration if it is interdisciplinary.
	* If the proposed minor or concentration is interdisciplinary, please submit a letter of support from the dean of each college participating.