



**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.**

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Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

***NEW UNDERGRADUATE MINOR***  
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

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**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
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**Complete the checklist that begins on the following page.**

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- |  | <b>YES</b>               | <b>NO</b>                | <b>N/A</b>               |
|--|--------------------------|--------------------------|--------------------------|
| 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"> <li>• If yes, attach a separate sheet indicating each course number, name, bulletin number, and bulletin date.</li> <li>• If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.</li> </ul> |                          |                          |                          |
| 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"> <li>• If yes, the written approval(s) or acknowledgment(s) must be attached to the proposal.</li> </ul>   |                          |                          |                          |