



**MINOR or CERTIFICATE**  
**Minor Revision to an Existing Minor or Certificate**  
**Undergraduate Curriculum Routing Form**

September 2020

<b>Minor or Certificate Name:</b> (as listed in current catalog)	
<b>Department:</b> (as listed in current catalog)	
<b>College</b> (as listed in current catalog)	
<b>Originator's Name:</b>	<ul style="list-style-type: none"><li>• Please contact the Office of Undergraduate Education and Student Success (3-2003) if you have any questions concerning the proposal form.</li><li>• Do not alter the proposal form language and formatting in any way. If the form is altered it will be returned for revision.</li><li>• It is the originator's responsibility to track a proposal through the approval process.</li></ul>

Signatures: The originator and departmental curriculum committee chair will review, complete the checklist, and sign on the following "COVER SHEET" page.

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Department Chair or Associate Dean Date

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College Curriculum Committee Date

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College Dean Date

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Teacher Ed. Council (if related to a secondary education program) Date

***Once the proposal has been approved through the above levels, the originator will route the FINAL document to [undergraduate@moreheadstate.edu](mailto:undergraduate@moreheadstate.edu)***

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University Undergraduate Curriculum Committee Date

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Provost & Vice President for Academic Affairs Date

# COVER SHEET

<b>Minor or Certificate Name:</b> <small>(as listed in current catalog)</small>	
<b>Department:</b> <small>(as listed in current catalog)</small>	
<b>College:</b> <small>(as listed in current catalog)</small>	

## **Helpful Information:**

Minor = a set of discipline-specific courses of at least 21 hours

Certificate = a series of courses related to a specific topic or skill with a prescribed number of hours.

More than 50% of certificate hours must be 300 level or above and students must have major on file.

Certificate program must be completed in less than one academic year and must be completed in less than 30 credit hours.

Completion of a certificate does not replace a minor for program completion.

- For additional information contact the Office of Undergraduate Research and Student Success at 783-2003 or email [undergraduate@moreheadstate.edu](mailto:undergraduate@moreheadstate.edu)
- Any proposal with a secondary education component must be routed through the Teacher Education Council.
- Edits to the proposal may be requested at any level of review. Such edits should be made by the originator of the proposal. The originator also may be asked to address questions (in writing or in person) at any level of review.
- Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.
- It is the originator's responsibility to track a proposal through the approval process.

The originator will review the final document and complete the checkboxes on the left side of the page, sign and date below, and submit the complete proposal to the department curriculum committee chair for their review.

The department curriculum committee chair will review the document and complete the checkboxes on the right side of the page, sign and date below, and submit the complete proposal to the next level.

		<b>Department Curriculum Committee Chair</b>
	The proposal is to request minor revisions to an existing academic minor or certificate. Minor revisions do not change the content of or required courses of the minor or certificate. Minor revisions include change of admission requirements, progression requirements, and/or associated catalog language. For major revisions to an academic minor or certificate, use the "New or Major Revision of a Minor or Certificate" form.	
	The curriculum proposal form has not been altered (formatting, font, etc.).	
	If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	
	Grammar, spelling, punctuation, sentence structure, etc. is accurate.	
	The title, department, and college names correspond to the current catalog.	
	The impacted departments, programs, the individuals notified, and the method of notification are listed.	
	Responses are complete and applicable for each question.	
	Each course pre-fix, number, and title is consistent with the current undergraduate catalog.	

***My signature verifies that I have reviewed the proposal and it is ready to submit to the next level.***

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Originator Approval Date

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Department Curriculum Committee Chair Approval Date

# **MINOR or CERTIFICATE**

## **Minor Revision to an Existing Minor or Certificate**

The following outline is to be used to request a minor modification of a previously approved minor or certificate. If the program content or method of instruction is to be modified, use the "New or Major Revision of a Minor or Certificate" form. Minor changes may include a change in program title or minor admission or completion requirements which do not modify program content.

### ***I. MINOR OR CERTIFICATE INFORMATION***

**State the current title of the program (as listed in the current catalog)**

**State the proposed revised title of the program if applicable.**

**CIP Code - *Contact your department chair or associate dean to verify the correct CIP code information.***

### ***II. EXPLANATION***

**A. Describe the change and justify what this proposal is requesting; what you are doing and why are you doing it? Content will be listed at the end of the document.**

**B. List all departments and programs that could be impacted by this proposal. For example, any department or program that:**

- a. offers required courses for this program**
- b. offers elective courses for this program**
- c. offers similar courses in their program**
- d. has an equated course**
- e. has courses in this proposal listed as a co-requisite or pre-requisite**
- f. shares staff and/or resources.**

**C. Explain the potential impact on the other departments and programs.**

**D. List each of the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)**

**E. If this is a change that affects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.**