MINOR or CERTIFICATE
New or Major Revision of a Minor or Certificate
Undergraduate Curriculum Routing Form
September 2020

Minor or Certificate Name:	
Department: (as listed in current catalog)	
College (as listed in current catalog)	
Originator's Name:	- Please contact the Office of Undergraduate Education and Student Success at 3-2003 if you have any questions concerning the proposal form. - 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.

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

_____
Department Chair or Associate Dean   Date

_____
College Curriculum Committee   Date

_____
College Dean   Date

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

Once the proposal has been approved through the above levels, the originator will submit the FINAL document to undergraduate@moreheadstate.edu

_____
Undergraduate Curriculum Committee   Date

_____
Provost & Vice President for Academic Affairs   Date

COVER SHEET

Minor or Certificate Name:	
Department: (as listed in current catalog)	
College: (as listed in current catalog)	

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 credit hours must be 300 level or above and students must have a 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.
- 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 department chair/associate dean.

Originator		Department Curriculum Committee Chair
	The proposal is to request a new academic minor or certificate or request a major revision to an existing academic minor or a certificate. For minor revisions to an academic minor or a certificate, use the "Minor Revision to an Existing Minor or Certificate" form.) Minor revisions do not change the content of or required courses of the minor or certificate. Minor revisions include change of the admission requirements, progression requirements, and/or associated catalog language.	
	If a new course is included in this minor or certificate, a separate "New Course or Major Revision of Existing Course" proposal accompanies this proposal.	
	The curriculum proposal form has not been altered (formatting, font, etc.).	
	If question E. 1. or 2. In section IV. is answered yes, then the originator must have a representative from Information Technology sign the signature sheet before it is submitted to the departmental curriculum committee. IT Signature: IT signature NOT required:	
	Grammar, spelling, punctuation, sentence structure, etc. is accurate.	
	The title, department, and college names correspond to the current catalog.	
	If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	
	The impacted departments, programs, the individuals notified, and the method of notification are listed. Impact is defined as any program or department that requires the course, offers the course as an elective, offers a similar course, has an equated course, has the course listed as a co-requisite or pre-requisite, shares staff and/or resources.	

	Responses are complete and applicable for each question.	
	Each course pre-fix, number, and title is consistent with the current undergraduate catalog (or with revisions made in supporting curriculum proposals).	
	Each course has been reviewed for pre-requisites, co-requisites or testing requirements. There are no hidden pre-requisites, co-requisites, or testing requirements.	
	If the proposal is a certificate, more than 50% of the credit hours are 300 level or above.	
	If the proposal is a certificate, the proposal includes language that students must have a major on file.	
	If the proposal is a certificate, there is language that the program must be completed in less than one academic year.	
	If the proposal is a certificate, it contains less than 30 credit hours.	
	If the proposal is a certificate, there is language in the proposal to indicate that it does not replace a minor for program completion.	

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

_____
Originator   Approval Date

_____
Department Curriculum Committee Chair   Approval Date

MINOR OR CERTIFICATE
New or Major Revision of a Minor or Certificate

The outline below is to be used to request a new academic minor or certificate or a major revision to an existing academic minor or certificate. To propose minor revisions to an academic minor or a certificate use the "Minor Revision to an Existing Minor or Certificate" form. Minor revisions do not change the content/required courses of the minor or certificate. Minor revisions include change of the admission requirements, progression requirements, and/or associated catalog language.

☐ **New Minor**   ☐ **New Certificate**

☐ **Revision of a Minor**   ☐ **Revision of a Certificate**
- More than 50% of certificate credit hours must be 300 level or above and students must have a 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.

I. MINOR OR CERTIFICATE INFORMATION

State the current title of the minor or certificate if applicable (as listed in the current catalog).

State the proposed or revised title of the minor or certificate if applicable.

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

II. NEED AND JUSTIFICATION

A. State the purpose of this proposal. (What are you proposing?)

B. State specific reasons for the creation or revision of the minor or certificate. (Why are you proposing it?)

C. Program *coherence* refers to 1) appropriate sequencing of courses, not a mere bundling of credits so that 2) student learning is progressively more advanced in terms of assignments and scholarship required and 3) demonstrates progressive advancement in a field of study that allows students to integrate knowledge and grow in critical skills. The expectation that a program embodies a coherent course of study applies regardless of the mode of delivery. Is this true of the new or revised minor or certificate? ☐ **Yes** ☐ **No**

D. List special admission requirements and/or limitation on enrollment.

E. If a similar program exists at MSU or in Kentucky, list the program and provide justification for the duplication.

III. GOALS AND OBJECTIVES

A. What are the goals of the minor or certificate?

B. What are the student learning outcomes for the minor or certificate?

C. List the methods of program assessment to be used, other than course grades, to ensure that the desired outcomes are attained by students. List the frequency of assessment and how results will be made available to program faculty.

D. How do the specific goals and objectives relate to the mission statement of the University?

IV. IMPACT

A. How will the transfer students be impacted?

B. List all departments and programs that could be impacted by this proposal. For example, any department that:
   a. offers required courses for this minor or certificate
   b. offers elective courses for this minor or certificate
   c. offers similar courses contained in this minor or certificate
   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 chair and define the method of contact (e-mail, phone conversation, etc.).

E. Does this program revision require new technology? Please note that Information Technology (GH 110) should be notified when the program proposal is being developed. Early notification will allow IT an opportunity to provide quality information that can be included in the proposal request form.

                Yes   **No**

If yes, a representative from Information Technology must sign the cover page.

If yes, please list:
1. **the software to be used and its estimated cost. If there is intent to utilize the software in a lab, include the estimated cost of the server based license for the software. (IT does not install individual packages in labs, only server based versions).**

2. **the type of hardware to be utilized.**

V. PERSONNEL

A. List the name(s), qualifications including highest earned degree, and academic rank(s) of departmental faculty who will teach courses in this minor or certificate.

B. Identify external or adjunct faculty, if appropriate.

C. List any additional support personnel (clerical, laboratory assistants, and technicians) needed for implementation.

D. List additional faculty including academic rank and qualifications, who must be hired if proposal is approved.

VI. ADDITIONAL INFORMATION

A. Please list enrollment and number of students completing the minor or certificate for the past four years (if applicable).

A. Anticipated enrollment and number of graduates for the next four years.

B. Explain and include a cost for any additional or remodeled facilities that will be required.

C. List and provide a cost for any additional equipment required.

D. State the desired implementation date for the new or revised minor or certificate.

VII. PROPOSED PROGRAM REQUIREMENTS

List the course prefix, number, name and student credit hours required for the proposed minor or certificate program:

Total Minor or Certificate Hours	