**Request for New or Modified Minor**

(To be submitted as an attachment to a “Request for Change in Catalogue Entry”)

**Minor Course Requirements for a**

**Minor in**

Submitted by the Department of

Click or tap to enter a date.

In order to determine compliance with Board of Regents Policy AND whether approval for the proposed changes is required by SACSCOC, complete this form and submit through the curriculum process.

**Indicate newly-created courses with an \***

|  |  |  |
| --- | --- | --- |
| Prefix/Number | Course Title | Credit Hours  |
|       |       |       |
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|  | **Total =** |       Hours |

1. Is this a new or existing Minor? [ ]  New; [ ]  Existing
2. Minor % = (Minor Course Hours/Total Degree Hours) \* 100

 = ( / **120** ) \* 100

 =  %

**Note:**

**Per Board of Regents Policy, a minor consists of 15% or more of the total hours required in a degree program.**

**To determine percentage for SACSCOC Significant Departure consideration for overall degree program:**

“Supporting Course Requirements” Total:

“Minor Course Requirements” Total:

“Major Course Requirements” Total:

Hours of newly created Minor Course Requirements:

 “Total Major Hours, SD” = (Supporting Course Req + Minor Course Req + Major Core Course Req):

Percentage of new courses contributing to Major Requirements:

= (Hours of newly created Minor Course Requirements /Total Major Hours, SD) \* 100

 = (     /     ) \* 100

 =      %

**To determine the percentage change to the degree program:**

((Hours of newly created Minor Course Requirements / Hours in Degree Program)) \* 100

=((      +       +       ) /      )) \* 100

=       %

**Review/Approvals:**

SACSCOC Liaison Review:

1. [ ]  Yes, this constitutes a significant departure. Date:
2. [ ]  No, this does not constitute a significant departure. Date:

Explanation:

SACSCOC Liaison Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean notified of Significant Departure Decision [ ]  Yes [ ]  No Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_