# New Minor, Concentration, Emphasis, Certificate for degree seeking students/or Changes in Modality to Existing Program while maintaining same requirements

### Standards for Certificate Programs for Degree Seeking Students

1. Certificate programs should be no less than 9 credits and usually not more than 16 credits.
2. If the core curriculum within a certificate program significantly overlaps with the core curriculum of another major or minor, completion of the certificate should not be open to those within that major or minor. The certificate needs a statement indicating it is not open to that particular major or minor.
3. At least 75% of the credits applied to the certificate program requirements must be taken through UWL.

**Standards for Minors (per UCC/GCC policy)**

Minors must meet the following requirements:

1. 18-24 credits.
2. At least one-half of the credits at the upper division (300/400 level).
3. A maximum of six credits may be double counted between the General Education Program and the minor.
4. Prerequisite courses not counted in the minor need to be identified in the program description.
5. To address the concern about double counting between majors and minors:
   1. The student must complete at least 42 “unduplicated credits” (defined as not double counted).
   2. If there are courses that are required for both, the student must use other courses within the discipline to come up to the minimum number of credits.
   3. CBA professional core can count as "unduplicated credits" in the business majors.

Proposal Template for new minor, concentration, emphasis, certificate for degree-seeking students, and program seeking to add/change existing modality. (The proposal should be no more than 3 pages, excluding appendices.)

### Program Identification

* + 1. Title of the proposed minor/concentration/emphasis/certificate
    2. Mode of delivery/New mode of delivery
    3. Department(s) or functional equivalent
    4. Proposed date of implementation
    5. Projected enrollment by year five of the minor/concentration/emphasis/certificate/change in modality

### Description of the Program

* + 1. Describe why the minor/concentration/emphasis/certificate/change in modality is being proposed and what evidence there is for demand for this program.
    2. Describe how the minor/concentration/emphasis/certificate/change in modality fits into the institutional program array, including possible positive and negative impacts of the minor/concentration/emphasis/certificate/change in modality on existing programs.
    3. If applicable, describe the collaborative nature of the minor/concentration/emphasis/certificate/change in modality.
    4. Provide a brief overview of the learning outcomes and/or program objectives and curriculum.
    5. Describe resource needs for the minor/concentration/emphasis/certificate/change in modality.

### Appendices

* + 1. A letter of support from the Department Chair in which the minor/concentration/emphasis/certificate/change in modality is housed that at least addresses department support, confirms resource implications, and ability to regularly offer necessary courses to deliver program (ccing all department chairs with courses in the program).

**Process for Review of New Minor, Concentration, Emphasis, Certificate for degree-seeking students, and existing programs seeking to add/change modality**

* + - 1. Department Review
      2. Dean’s Office College Review
      3. Review by the College Committee
      4. Academic Planning Committee Review
      5. Undergraduate/Graduate Curriculum Committee Review
      6. Faculty Senate Approval
      7. Provost Review and Approval