

### Guidelines for Constructing Minor Programs

1. A “minor program” is defined as a coordinated set of courses which together take a student well beyond the introductory level in an academic field, subject matter, and/or discipline but which are not sufficient to constitute a major. Include an explanation of how the coordinated set of courses will take students beyond the introductory level in an academic field, subject matter and/or discipline.
2. A minor program will normally require 7 to 10 four-unit quarter courses (28 to 40 units).
3. A minor program must include at least one course that is considered basic and/or introductory to the field, area, or discipline of the minor. However, in most cases the majority of courses should be upper division.
4. Students are expected to take a significant number of courses in a minor beyond those in their major or other minors. A minor program should address the issue of overlaps between courses in the minor and courses in other majors and minors, and identify other majors and minors that overlap so closely that students in them should not be allowed to take the minor.
5. A minor program should address the following educational aspects of the minor:
  - a. Educational goals and objectives of the minor, that is, what students who have completed the minor are expected to know or be able to do, and how this will be assessed.
  - b. How the proposed structure of the curriculum leads to the achievement of the stated learning goals and objectives. This may take the form of a curriculum matrix that aligns courses with learning outcomes: a discussion of prerequisite courses and progression in the minor.
6. A minor program may offer students some choice in the courses required for the minor.
7. A minor program must reside in a school, program department or the Division of Undergraduate Education (DUE). The Standing Orders of the Regents state, “No change in the curriculum of a college or professional school shall be made by the Academic Senate until such change shall have been submitted to the formal consideration of the faculty concerned.” Please designate who are the faculty concerned for the purposes of the minor. In most cases the appropriate response will be “the members of the Physics Department” or “the core faculty of Women’s Studies” or the core faculty and the affiliated faculty of Women’s Studies.” However, some interdisciplinary minors will require a more specific response.
8. (a) If the minor includes courses and faculty participation from related fields or other departments, letters of agreement from the department chair(s) (or equivalent) must be included.  
(b) Include a letter from the University Librarian or the Head of Collection Development stating that she or he has reviewed the proposal.