


## PROCEDURE: 300.10.01

<b>SECTION:</b> Research and Academic Affairs	
<b>TOPIC:</b> Minors	
<b>EFFECTIVE DATE:</b> April 23, 2014	<b>REPLACES:</b>
<b>LATEST APPROVAL DATE:</b> April 23, 2014	
<b>NEXT REVIEW:</b> September 2016	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b> 	
Original signed by President + CEO	

### Definition

Minors represent clusters of courses which justify recognition of a secondary credential for a graduating student and are based on discipline or other organizing principles. A Minor normally consists of six to eight courses with a coherence based on discipline, theme and/or methodology, as determined by the program or academic unit offering the Minor.

### Guidelines

1. A Minor normally consists of six to eight one-semester courses or 18 – 24 credits.
2. A student may apply up to three mandatory core courses from the student's degree program to meet requirements of the Minor.
3. No course substitutions will be permitted in the completion of Minors.
4. All students are eligible to take any Minor except those which are specifically excluded by their program because they are too closely related to the core program requirements of their major.
5. A student may earn only one Minor.
6. It is acknowledged that scheduling issues may prevent individual students from being able to access all of the courses in a specific Minor in the same time frame as they are completing the requirements for their degree.
7. Courses in the Minor may need to be taken above and beyond those in a student's program, possibly with additional fees.
8. A Minor must be completed before graduation.
9. Students are required to apply to receive a Minor at time of application for graduation.
10. Completion of a Minor is noted on the academic transcript, but not on the award document.

## Proposal Criteria

Proposals for new Minors will outline the following (using Minors Proposal Template):

- underlying organizing principle for the minor (coherence, rationale and relevance)
- anticipated student demand
- anticipated external response to students graduating with the Minor designation
- required and elective courses, credits, new courses/revisions to existing courses/sequencing, prerequisites required
- resources required to mount the Minor
- programs for which the Minor will not be available (program exclusions)
- learning outcomes to be achieved by the Minor
- majors which currently have access to Minors courses with an assessment of the capacity to support increased enrolment in Minors courses.

## Process

Proposals for Minors will be developed by faculty or academic units in consultation with the School Chair and the office of the VPRAA. Proposals will be prepared using the Minor Proposal Template and will be considered and approved as a change to the Academic Calendar through the Procedure 500.18.01 Degree Requirements.

Proposals of Minors will follow the same process as Procedure 300.11.01 Curricular Change for review and recommendation through the College committee Structure.

Once approved, Minors may be awarded to any student presenting the approved curriculum.

## Reference:

Minors Proposal Template

National Association of Schools of Art and Design Handbook - (Section III.B.3, IV.C.2, Appendix II.C)

## PROCEDURE: 300.10.01A

### MINORS PROPOSAL TEMPLATE

Proposed Minor	Academic School	Program	Effective Date

1. Description of minor:
  - a. Curricular objectives, disciplinary proficiency
  - b. anticipated demand
  - c. anticipated value/external response to students graduating with the Minor

2. Complete the chart below :

Courses comprising Minor	Required/ Elective	Credits	Studio/ Analysis/ History *	Existing Course/ New Course/ Course Revision	Sequencing/ Prerequisite/ Additional Information
1					
2					
3					
4					
5					
6					

\* Course type

3. Additional resources required (financial, instructional, equipment, facilities) :
4. Program major(s) which will be excluded from obtaining the Minor:
5. Learning outcomes for minors courses and minor as whole
6. Student access to minors courses and pre-requisite issues (including majors which currently access minors courses and capacity to increase enrolment in minors courses to respond to increased demand) :