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|  | **Virginia State University Curriculum Form*** **Request for a NEW MINOR**
 | **Date of Submission:**  | Click or tap to enter a date. |
| *\*Curriculum changes or additions originate with a faculty member or curriculum committee in the Department/College.* |
| **College:** | Choose an item. | **Dept. Initiating Request:** | Click or tap here to enter text. |
| **Requestor’s Name:** | Click or tap here to enter text. | **Requestor’s Role:** | Click or tap here to enter text. |
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| A minor is an optional, secondary field of study for a degree-seeking undergraduate student that complements a bachelor’s degree. No student may declare a major and a minor in the same discipline.  A minor is a structured plan of study requiring a minimum of 15-18 credit hours, at least nine of the credits in a minor must be in 300-level or higher courses, unless a greater number is specified. A minor should require significant additional coursework beyond what is already required for a related major.  The minor appears on the official transcript. Students must achieve a minimum GPA of 2.0 in designated course work in order to earn the minor. * Students must obtain approval from the academic advisor and department chair.
* Students must complete and submit the Minor Request Form with all required signatures to the Registrar’s office for processing.
* Only declared minors will appear on the official transcript.
 |
| **Proposed Minor Name:** | Click or tap here to enter text. |
| **Anticipated Initiation Date:** | Click or tap here to enter text. |
| **Delivery Format:**  | [ ]  Face-to-Face[ ]  Hybrid[ ]  Online |
| **Total Credit Hours:** | Click or tap here to enter text. |
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| **Proposed Minor Description:**Click or tap here to enter text. |
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| **Expected Learning Outcomes:**Click or tap here to enter text. |
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| **Required Courses:** |
| **Course Prefix and Number** | **Course Title** | **Credit Hours** |
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|  | **Virginia State University – Curriculum Approvals Form*** **Request for a NEW MINOR**
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| **Approvals:** | **Recommended** | **Not Recommended** | **Print / Signature:** | **Date:** |
| Chair, Department Curriculum Committee | [ ]  | [ ]  |  |  |
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| Chair, Department | [ ]  | [ ]  |  |  |
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| Chair, College Curriculum Committee | [ ]  | [ ]  |  |  |
|  |
| Dean | [ ]  | [ ]  |  |  |
|  |
| Chair, Undergraduate Curriculum Committee | [ ]  | [ ]  |  |  |
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| Chair, Graduate Curriculum Committee | [ ]  | [ ]  |  |  |
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| Chair, Curriculum Affairs and Issues Committee | [ ]  | [ ]  |  |  |
|  |
| Chair, Faculty Senate | [ ]  | [ ]  |  |  |
|  |
| Provost, VP of Academic Affairs | [ ]  | [ ]  |  |  |
|  |
| Registrar |  |  |  |  |
|  |  |
|  |
| **\*Will this change impact another college/department?** | [ ]  No [ ]  Yes *[select college & indicate department(s)]* |
| **College:** | Choose an item. | **Department(s):** | Click or tap here to enter text. |

Please email the completed form signed by the Chair of the Department Curriculum Committee, Chair of the College Curriculum Committee, and Dean of the College to the appropriate curriculum committee.

Undergraduate Curriculum Committee: ucc@vsu.edu

Graduate Curriculum Committee: gcc@vsu.edu