

# KENT STATE UNIVERSITY CERTIFICATION OF CURRICULUM PROPOSAL

Preparation Date **29-Apr-19** Curriculum Bulletin \_\_\_\_\_

Effective Date **Fall 2019** Approved by EPC \_\_\_\_\_

Department **Graduate Deans' Advisory Committee (GDAC)**

College **PR - Provost**

Proposal **Revise Policy**

Proposal Name **Establishment of a Graduate Minor Policy**

Description of proposal:

**Proposal seeks to establish a graduate minor policy to allow program areas to develop and offer minors to students declared in master's and doctoral degrees, and have that program of study recognized on the students' transcript.**

Describe impact on other programs, policies or procedures (e.g., duplication issues; enrollment and staffing considerations; need, audience)

**This policy will affect only program areas interested in establishing graduate minors. The goal of this proposal is to add to the list of Kent State options available for graduate programs to best meet the needs of their students and prepare them for future careers.**

Units consulted (other departments, programs or campuses affected by this proposal):

**Members of GDAC consulted with graduate program coordinators in their college.**

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## REQUIRED ENDORSEMENTS

\_\_\_\_\_  
Department Chair / School Director \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Campus Dean (for Regional Campuses proposals) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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College Dean (or designee) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_  
Dean of Graduate Studies (for graduate proposals) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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Executive Vice President for Academic Affairs and Provost (or designee) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

# Establishment of a Graduate Minor Policy Proposal Summary

## Subject Specification

Proposal seeks to establish a graduate minor policy to allow program areas to develop and offer minors to students declared in master's and doctoral degrees, and have that program of study recognized on the students' transcript.

## Background Information

Presently, Kent State does not offer graduate minors, with the exception of eight doctoral-level minors in the College of Business Administration. However, the business doctoral minors are embedded in the Ph.D. degree in Business Administration and operate more as concentrations within that major, rather than as minors.

Over the past year, the Graduate Dean's Advisory Committee (GDAC), comprising Kent State college associate deans for graduate affairs, reviewed policies at universities that offer graduate minors (see appendix) and consulted with their graduate faculty coordinators on the feasibility of offering graduate minors.

Many program areas saw the value of developing graduate minors. Such advantages include:

- Offering small, formalized programs of study that are noted on the student transcript
- Encouraging graduate students to pursue studies outside or that complement their major
- Providing collaboration opportunities between academic units to develop multi- or interdisciplinary programs
- Leveraging enrollment and revenue prospects

The goal of this proposal is to add to the list of Kent State options available for graduate programs to best meet the needs of their students and prepare them for future careers.

	Objective	Independent of Major	Structure	Process to Establish	Declaration Process	On Transcript
<b>Concentration</b>	Permits students to acquire knowledge within secondary field of their major	No	Fixed set of courses	College- and EPC- approved	Admission application (tied to major)	Yes
<b>Cognate *</b>	Allows students to pursue a specialty area within or outside their program	No	Individualized and tied to student goals	Advisor- approved	Consultation with advisor	No
<b>Minor (proposed)</b>	Enables students to make an inquiry or investigate a particular theme outside their discipline	Yes	Fixed set of courses	College- and EPC- approved	Change of program application	Yes
<b>Certificate</b>	Advances students' skills in areas that address topical and/or workplace needs and requirements	Yes	Fixed set of courses	College- and EPC- approved	Admission application	Yes

\* Other terms used for cognate include "focus," "option," "specialization" or "track."

GDAC recommend the following policies and procedures for graduate minors at Kent State:

1. Graduate minor requirements must total, at minimum, 9 credit hours.
2. Minimum 6 credit hours in the minor cannot be required in the student’s major (however, may be used as elective credit hours counted toward the degree).
3. Minimum 50 percent of the minor’s total credit hours must be taken at Kent State
4. Students will be able to declare minors from other program areas/colleges.
5. Program areas that want to establish a graduate minor will need to submit a proposal through the regular curriculum process, similar to what is done for undergraduate minors.
6. Students will complete a change of program to declare a minor, approved by both the college administering the students’ major and the college administering the minor.
7. Students must be admitted into a master’s, post-master’s or doctoral degree to be able to declare a graduate minor.

**Alternatives and Consequences**

An alternate to program areas being allowed to establish a graduate minor is the status quo of concentrations, cognates and certificates. However, (1) concentrations are attached to specific majors and cannot be declared separately; (2) cognates are individualized per student and do not display on student transcripts; and (3) certificates are defined by the U.S. Department of Education as leading to an industry-recognized credential for gainful employment, which may not be the objective of a proposed minor.

**Specific Recommendation and Justification**

The Graduate Dean’s Advisory Committee recommends the proposed revisions to the existing minor policy in the University Catalog (see next page) to incorporate graduate minors.

**Estimated Timetable and Actions Required**

Approval by Educational Policies Council.....	May 2019
Approval by Faculty Senate.....	July 2019
Submission of new graduate minors.....	August 2019 and later
First effective date of new graduate minors.....	Fall 2020

## KENT STATE MINOR POLICY

An academic ~~undergraduate~~ minor is a curriculum component, smaller than the major, which enables a student to make an inquiry into a discipline or field of study or to investigate a particular theme. The purpose of a minor is to provide formalized guidance to students in selecting courses in a field or content area that is outside the major and to provide formal recognition of that work on the transcript. The courses in a minor Minors may be centered in a specific department or be drawn from several departments, as in the case of an interdisciplinary topical or thematic focus. ~~Minors are administrated sponsored by the academic unit that offers the courses in that discipline.~~

*EPC members approved a friendly amendment to remove this sentence as it is limiting and unnecessary (minors are administered by the unit proposing the minor, and that is done through the curricular approval process).*

Students may not pursue a minor and a major in the same discipline. A minimum of 6 credit hours in the minor must be outside of the course requirements for any major or other minor the student is pursuing.

### Undergraduate Minors

An undergraduate minor is minimum 12 credit hours and normally contains between 18 and 25 credit hours, with a minimum of 6 of those hours being upper-division credit and a minimum 50 percent of the total hours in residence.

Students must formally declare a minor, similar to the process by which they declare the major. Students in a bachelor's or an applied associate degree (e.g., A.A.B., A.A.S.) or the Associate of Technical Study (A.T.S.), of which there is a major, may declare a minor. Students in a generalist associate degree (e.g., A.A., A.S., A.T.S.–Individualized Program) may not declare a minor.

### Graduate Minors

A graduate minor is minimum 9 credit hours, with a minimum 50 percent of the total credit hours taken at Kent State.

Students must be admitted to a master's, post-master's or doctoral degree to declare a graduate minor. Students formally declare a minor through the change of program application, which must be approved by the college administrating the students' major and the college administrating the chosen minor.

(Source: [catalog.kent.edu/academic-policies/minors](http://catalog.kent.edu/academic-policies/minors))

## APPENDIX: Graduate Minor Policies at Other Universities

University	Minimum Hours	Displays on Transcript
Cornell University	<i>not stated</i>	<i>not stated</i>
Drexel University	12	Yes
North Carolina State University	6-master's 12-doctoral	<i>not stated</i>
Ohio State University	10	Yes
Oregon State University	15-master's 18-doctoral	Yes
Pennsylvania State University	6-master's 15-doctoral	<i>not stated</i>
Texas State University	6	<i>not stated</i>
University of Arizona	9	<i>not stated</i>
University of Illinois, Urbana-Champaign	12	Yes
University of Missouri	9	No for "non-designated"
University of Nebraska, Omaha	9	Yes
University of New Hampshire	<i>not stated</i>	Yes
University of North Carolina, Chapel Hill	9	<i>not stated</i>
University of North Dakota	9	Yes
University of Notre Dame	<i>not stated</i>	Yes
University of Tennessee, Knoxville	6	<i>not stated</i>

**CORNELL UNIVERSITY**

At Cornell, students are accepted into fields of study. Within each field are major subjects and areas of concentration. A major, like its undergraduate cousin, is a focused subject area where a student will conduct his or her research or scholarship. Concentrations are a subset within the major subject. Minor subjects are secondary areas of research. Some fields offer minor subjects only.

Master's degree student choose one major and one minor subject. Doctoral candidates choose one major and two minor subjects of study, although some fields have permission from the General Committee to require only one major and one minor subject. Faculty members are picked from these approved subjects to form a "Special Committee."

**DREXEL UNIVERSITY**

A graduate minor is a set of interrelated graduate courses outside of a student's major graduate program that provides additional professional expertise. The disciplinary area of the minor may be fully outside the major program or may be related to, but not completely overlapping, the major program. The completion of a minor is represented on the transcript along with a major program as a demonstration of additional professional expertise acquired. Entry into a minor is generally limited to those who have demonstrated the required prerequisite knowledge for the coursework.

A graduate minor shall comprise at least four quarter term (or three semester term) courses and at least twelve quarter (or nine semester) credit hours of coursework. No more than two required quarter term courses (or one semester term course) from a student's major graduate program may be used to fulfill the requirements for the minor. The remaining credits to fulfill the minor requirements may be taken as electives within the major program or in addition to courses required for the major program. A student is limited to enrollment in one minor.

A graduate student seeking a masters or doctoral degree may enroll in a minor with the approval of his/her major program academic advisor and the approval of the respective minor program academic advisor. It is highly recommended that enrollment occur early in the student's tenure in the major program so that his/her program of study can be optimally planned.

## **NORTH CAROLINA STATE UNIVERSITY**

Any **approved** graduate degree program can offer a graduate minor. Since the Graduate School does not require students to declare a minor, the specific graduate program establishes guidelines for the minor. Minimum hours are usually 9 hours for Master's students and 12 hours for doctoral students. The graduate program also selects required courses for the minor.

New graduate minor programs in areas that do not have a graduate major must be reviewed and recommended to the Administrative Board of the Graduate School prior to approval by the Dean of the Graduate School. A written proposal to establish the minor program has no standard format, but should include the following:

- statement of justification/need for the minor;
- clientele served by the minor;
- requirements for admission;
- procedures for administration of the minor;
- requirements for faculty membership in the minor program;
- list of initial faculty to represent minor;
- procedure for adding new faculty to the minor program;
- requirements for the minor including courses, number of credit hours required, etc.; and
- any minimum grade requirements for the minor courses.

The proposal should be signed by the Chairs of the Graduate Studies Committees of all colleges involved or who have faculty from their colleges listed in the proposal. Signatures are also required from the Dean (or Associate Dean) for Graduate Studies of your own college.

Upon recommendation by the Administrative Board, the Dean of the Graduate School will also sign the proposal. Proposals for graduate minors **do not** require approval of the UNC System Office.

## **OHIO STATE UNIVERSITY**

A graduate minor consists of coursework from a single graduate program and is available only to graduate students not enrolled in the graduate program offering the minor. At least 10 but no more than 20 hours of graduate-level coursework are required. These hours must include at least three different courses.

Completion of a graduate minor is noted on the student's transcript.

## **OREGON STATE UNIVERSITY**

A graduate minor is an academic area that clearly supports the major. Master's program minors must include a minimum of 15 quarter credits of graduate course work; doctoral minors require a minimum of 18 credits. On a master's or doctoral program, a minor may be:

1. an academic area available only as a minor,
2. a different major,
3. the same major with a different area of concentration, or
4. an integrated minor.

An integrated minor consists of a series of cognate courses from two or more areas. These courses must be outside the major area of concentration, with most of the courses being outside the major department. The graduate faculty member representing the integrated minor must be from outside the major department. Graduate minors are listed on the student's transcript.

## PENNSYLVANIA STATE UNIVERSITY

A graduate minor may be taken in any of the approved graduate major degree programs. In addition, there are stand-alone graduate minors which are unaffiliated with a graduate major and approved by Graduate Council, listed below. Graduate minors are available for both master's and doctoral degrees; see the following Graduate Minors policies for more details.

### Minor – Master's Degree Programs:

1. A master's minor must require no fewer than 6 credits in a field related to, but different from, that of the student's graduate major program. A preponderance of courses should be at the 500 level; at a minimum, 3 credits must be at the 500 level.
2. A minor may be taken in one of the approved graduate degree programs offered at Penn State, or in one of the stand-alone graduate minors approved by Graduate Council.
3. A minor is not required of candidates for a master's degree. A department or committee in charge of a major program may require a candidate to offer work in a minor field, or the minor may be elected with the permission of the student's committee.
4. A master's student seeking a minor must have the approval of his or her graduate major program of study, the minor program, and the Graduate School.
5. The student's graduate major program is responsible for judging the suitability of the minor field and of its relevance to the student's graduate major.
6. The minor field department has the responsibility of accepting or rejecting students, advising on courses to be taken by the candidate in the field, examining the candidate in the area of studies undertaken in the field, and certifying that the minor requirements have been met.
7. A student may not pursue more than three minors at one time. If a student pursues more than one minor, each minor must have a separate group of courses to support it (i.e., none of the courses may be applied to more than one minor's requirements).
8. Official requests to add a master's minor to a student's academic record must be submitted to Graduate Enrollment Services at least one semester prior to the semester the student intends to graduate.

### Minor – Doctoral Degree Programs:

1. A doctoral minor must require no fewer than 15 credits in a field related to, but different from, that of the student's graduate major program. A preponderance of courses should be at the 500-level; at a minimum, 6 credits must be at the 500-level.
2. A minor may be taken in one of the approved graduate degree programs offered at Penn State, or in one of the stand-alone graduate minors approved by Graduate Council.
3. A doctoral candidate is not required by the Graduate Council to have a minor field of study. However, a graduate program may require a candidate to add a minor field, or a student may elect a minor with the permission of the doctoral committee.
4. A student seeking a minor must have the approval of the student's major program of study, the minor program, and the Graduate School.
5. A student may not pursue more than three minors at one time. If a student pursues more than one minor, each minor must have a separate group of courses to support it (i.e., none of the courses may be applied to more than one minor's requirements).
6. If the student received a master's minor in the same field as is being proposed for a doctoral minor, the 15 credits taken must be above and beyond those used for the master's minor. However, credits earned in the master's program over and above those applied to either the master's minor or major may be applied to a minor in the doctoral program.
7. At least one faculty member from the minor field must be on the candidate's doctoral dissertation committee.
8. Official requests to add a minor to a doctoral candidate's academic record must be submitted to Graduate Enrollment Services prior to establishing the doctoral dissertation committee and prior to scheduling the comprehensive examination.

## TEXAS STATE UNIVERSITY

Minor – a grouping of courses for a single discipline or from interdisciplinary areas that a student pursues in addition to a major. An undergraduate minor is less in-depth than a major and typically consists of at least 18 SCH, and a graduate minor is typically at least six SCH.

## UNIVERSITY OF ARIZONA

A minor subject is not required for a Master's Degree, but at least one supporting minor of nine or more units is required for the PhD. If a doctoral student chooses two supporting minor subjects, each minor must have at least six units of coursework. Although the minor subjects are usually taken outside the major department, minors within the major department may be permitted with the approval of the student's major professor.

The selection of a minor must be approved by the student's major professor and must be included in the Plan of Study to be filed with the Graduate College no later than the student's third semester in residence. With respect to the minor subject, the Plan of Study identifies: (1) courses the student intends to transfer from other institutions; (2) courses already completed at The University of Arizona which the student intends to apply toward the minor; and (3) additional course work that will complete the minor.

Before admission to degree candidacy, the doctoral student must pass a written and an oral Doctoral Comprehensive Examination on the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general fields of study and in depth within the areas of specialization. Should the student change a minor subject following the comprehensive examination, the student must take a new comprehensive exam covering the new minor.

## UNIVERSITY OF ILLINOIS, URBANA-CHAMPAIGN

Graduate programs offer a range of curricular possibilities, including options, tracks, concentrations, specializations, minors, and cognate fields. Graduate minors require approval as described below, and are noted on the student's transcript.

Minors are a coherent set of courses defined by one or more units outside the student's enrolling program. A minor encourages and recognizes expertise gained in a particular area. This expertise could be completely outside the usual degree requirements or it could significantly extend knowledge in an area closely related to, but still outside, a particular degree program. For some students, completing a minor will be both appealing and advisable. The spirit of a minor is the development of additional academic strengths. For this reason, credit used toward the completion of one minor may not be applied toward another minor but it is at the discretion of the major degree department to determine which, if any, of the courses used to fulfill the minor will also be used to fulfill the requirements of the graduate major degree. Some minors may require that a member of the unit(s) offering the minor serve on the student's master's or doctoral committee.

A minor should constitute a coherent program of study requiring some depth in the subject, but not as extensive a program as the major. The minor should consist of at least 12 graduate hours of course work in the sponsoring department(s). At least 8 to 12 graduate hours of the minor should be courses at the 500-level.

## UNIVERSITY OF MISSOURI

A designated minor consists of **nine to 15 hours of course work** formally approved as a graduate minor by an academic program or interdisciplinary group and by the Graduate Faculty Senate.

A non-designated minor consists of a unified plan of study that includes a **minimum of nine hours of graduate course work**. These minors should be listed on a student's plan of study; however, they are not stated on a student's transcript.

## UNIVERSITY OF NEBRASKA, OMAHA

A student is not required by the graduate faculty to have a minor. However, a student may elect to complete a minor with the permission of both the major department/school and the minor department/school. In order to add a minor, the Change in Plan of Study form must be completed. This form must include the coursework applicable to the minor.



The minor must consist of no fewer than nine (9) graduate hours. The minor will be reflected on the student's transcript at the time of graduation.

Students who elect to complete a minor may be required to take a comprehensive examination over the minor field. This requirement will be at the discretion of the minor advisor. If such an examination is given, it should be given at a date arranged at the convenience of both the student and the minor advisor, but falling within the limits established for all comprehensive examinations.

#### **UNIVERSITY OF NEW HAMPSHIRE**

The Cognate appears as a minor on the student's transcript, and is awarded concurrently with the PhD or Master's degree.

#### **UNIVERSITY OF NORTH CAROLINA, CHAPEL HILL**

With the approval of the major and minor academic programs, a student may elect to declare a formal minor in any program that offers a graduate degree. The student should submit an approved Minor Declaration Form to The Graduate School

The minor must comprise at least nine credit hours beyond the major. All credits must be for courses listed (or cross-listed) in programs other than that of the major, and cannot also be counted toward the major. A minor may consist of a set of related courses, some of which are listed by one program and some of which are listed by another. In most cases, the minor would not include courses from more than two programs. Only one program name will be listed as granting the minor, and the director of graduate studies in the minor program must agree to accept any courses from outside the minor program offerings.

The minor must be approved in advance by the director of graduate studies in both the major and minor programs. When a satisfactory minor has been planned and approved by both programs, a copy of the proposed minor course of study should be signed by the director of graduate studies in the major and minor programs and sent to The Graduate School to become a permanent part of the student's record.

#### **UNIVERSITY OF NORTH DAKOTA**

Some degree programs require or permit academic work outside of the major field of study, which may be called a minor, (at least nine credit hours). Credit hours earned towards a previously awarded degree or certificate cannot apply to a minor.

A minor is a concentrated study in a specific supporting field at the graduate level. A minor must be titled and identified on the student's program of study and be approved by a Graduate Faculty member of the minor department/program. The minor will be listed on the student's transcript, only if the minor has been approved by the State Board of Higher Education. Only courses approved for graduate credit may be included in a minor.

If the student is doing a non-thesis option, the Graduate Director of the minor department must sign and approve the program of study. For students writing a thesis or dissertation, one of the student's advisory committee members must be from the minor department.

#### **UNIVERSITY OF NOTRE DAME**

A graduate minor is defined by the Graduate School as a guided academic credit-bearing course of study that is designed to supplement work in a primary degree program with an additional substantial expertise. It is expected that the course of study will be recognized by other institutions as conferring a level of valued expertise.

Such minor programs are available only to graduate students currently enrolled in a graduate program in the Graduate School. The minor will not be awarded until all the requirements for the graduate degree have been met; once awarded, the minor will appear on the student's final transcript.

#### **UNIVERSITY OF TENNESSEE, KNOXVILLE**

Doctoral programs include a major field or area of concentration and, frequently, one or more cognate fields. Cognate fields are defined as a minimum of 6 semester hours of graduate course work in a given area outside the student's major field.