MERCY COLLEGE OF OHIO

Minor Program Proposal

**Minor Name Effective Semester:**

**Submitted by: Date:**

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| --- |
| **Documentation** |
| **1. Include copy of the proposed Minor program of study.**  A template for minor degrees is attached. |
|  |
| 2. **For this Minor, what is the minimum number of hours required to be completed at Mercy**  **College?** |
|  |
| 1. **Provide documentation to support adoption of this Minor according to Mercy College policy and procedure. Examples might include:**    1. **Similar minors at other institutions of higher learning**    2. **Potential for transfer to other institutions of higher learning**    3. **You may include recommendation(s) of accrediting bodies, review of literature, review of College/University catalogs** |
|  |

Signature, Chair, Curriculum Committee

Comments:

**Date:**

**Recommendation by Curriculum Committee:**

Signature, Chair, Faculty Senate

Comments:

**Date:**

**Recommendation by Faculty Senate:**

**Administrative Approval:**

Signature, Vice President of Academic Affairs

**Date:**

|  |  |  |
| --- | --- | --- |
| This area to be filled out by the Curriculum Committee Chair  **Final Disposition: Date:** | | |
|  | | |
| Distribution:   VPAA |  Registrar |  Submitter of Proposal |
|  Program Chair/Associate Dean | |  Academic Advisers |

**MERCY COLLEGE of OHIO**

**Student Record Information Sheet**

**Minor (*Total of credit hours -- courses*)**

**(Requirements here-#2 in the above documentation.** *Eg: 9 credit hours of the required 18 credit hours must be 300 level or above courses completed at Mercy College.***)**

Student’s Name College Email Projected Graduation Date

Program Phone

Semester Completed

CORE COURSES – Required – Total of credit hours ( courses)

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| --- | --- |
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|  |  |

Semester Completed

ELECTIVE COURSES – Total of credit hours ( courses)

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Contact info for advisor for this minor here **Date**

New proposals for Minor Programs should consider all information for the areas of red font as the program is designed. This form must accompany the Minor Program Proposal form. To see posted existing Minors on the M:drive go to the “Programs of Study Worksheets” folder, where a “Minors” folder resides. Additional Template also found in this folder.