

UNDERGRADUATE MINOR

GUIDELINES FOR ESTABLISHING OR REVISING AN UNDERGRADUATE MINOR

To establish or revise an undergraduate minor, contact the appropriate college office from among the following:

Colleges of the Arts and Sciences (<http://artsandsciences.osu.edu/currofc/gec/minors.cfm>)
College of Education and Human Ecology
College of Engineering
College of Food, Agriculture, and Environmental Science
Fisher College of Business

If your college is not listed, contact OAA.

CERTIFICATE OF STUDY

FACULTY RULES THAT GOVERN CERTIFICATES OF STUDY

3335-9-29 Degrees and certificates
335-9-321 Requirements for a certificate of study

STANDARDS AND CONSIDERATIONS FOR PROPOSED CERTIFICATE OF STUDY

Well-defined Program

1. State purpose of program
2. Include quarter by quarter sample program
3. Minimum requirements to complete program, including off-campus field experiences (if applicable)
4. Flexibility; opportunity for electives
5. Length of program compared to similar programs
6. Input from outside groups (i.e., accrediting body)
7. Exit criteria

Adequate Enrollment

1. Projected enrollment (include justification for estimate)
2. Goals of enrollees
3. Opportunities for graduates
4. Minimum requirements to undertake program of study; admissions policy

Sufficient Resources

1. Adequacy and availability of facilities and staff, including off-campus field experience sites
2. Projected resource needs and plans to meet those needs

Justifiable Expenses

1. Additional faculty
2. Course additions or deletions
3. Necessary budget adjustments
4. Available and anticipated funding

Adequate Demand

1. Evidence of sufficient demand by students, faculty, general public, and/or business
2. Duration of demand (long/short term)
3. Ability of other programs to meet demand

Competitiveness with other Institutions: Limited Overlap within the University

1. Overlap with other programs or departments (include letters of interest or objection)
2. Duplication of effort by other areas in the University, another university, or another school
3. Similar programs at other universities in Ohio or in the United States and their levels of success

Other Considerations

1. Date proposed program to become effective
2. Previous submittals of the same or similar program proposals (indicate reasons for withdrawal or disapproval)

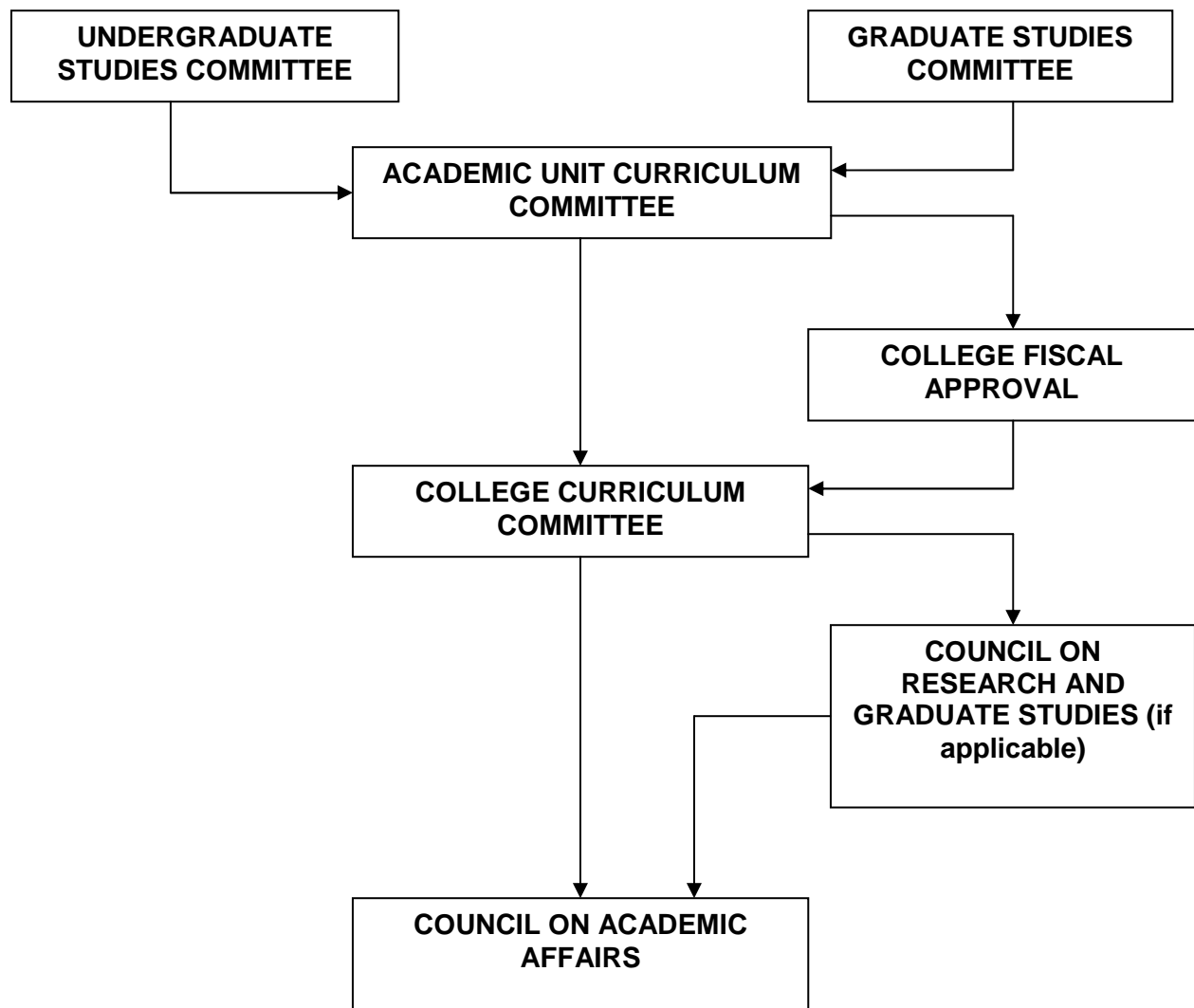
WITHDRAWAL OR DEACTIVATION OF AN EXISTING CERTIFICATE OF STUDY

A unit requesting a withdrawal or deactivation must clearly state if the program is to be deactivated or terminated. Termination is a final step that removes the program from the possibility of future reactivation. To deactivate a program means that it is held in abeyance until reactivation becomes feasible. In both cases no new admissions into the program are possible. Withdrawal of an existing certificate of study must be reviewed and approved by the same bodies that approved the existence of the degree. The proposal must include information on how the withdrawal will impact on the University, justification and an explanation of the withdrawal. Forms should be submitted for the permanent elimination of any courses necessitated by the withdrawal of the certificate.

REINSTATEMENT OR REACTIVATION OF A CERTIFICATE OF STUDY

The reinstatement or reactivation of a certificate of study must follow the same procedures and guidelines as the establishment of a certificate, except that the approval process ends with the Council on Academic Affairs for programs in effect prior to September 20, 1963.

FLOW CHART, NEW CERTIFICATE OF STUDY



HONORS PROGRAM

GUIDELINES FOR THE SUBMISSION OF AN HONORS PROGRAM PROPOSAL

1. Proposals for an honors program are to be transmitted by the college to the Office of Academic Affairs. The proposal must be accompanied by a letter of support from the Director of the University Honors Program and the college dean. The letter from the dean should describe college resources committed to the program and the relationship of the new program to other priorities of the college.
2. RATIONALE:
Explain the reasons for proposing this honors' initiative in the academic unit.
3. STUDENTS SERVED:
 - a. Give the number of students who will be served.
 - b. Define eligibility for honors enrollment and continuance.
 - c. Explain how eligible students will be contacted and advised.
4. PROGRAM:
Describe academic requirements for graduation with honors and graduation with distinction.
5. HONORS COURSES:
Append detailed individual syllabi and course request forms for all honors courses proposed. The syllabi should clearly indicate distinctions between honors course work and existing academic course work.
6. STAFF:
Explain how the honors program would be supervised, and how faculty are assigned.
7. RESOURCES:
Detail special allocations or reallocations of resources (budget, faculty, staff) to be assigned to assure high honors achievement.
8. PROGRAM REVIEW:
Explain how the achievement of the honors program will be periodically measured.

3/2/88, Approved by the Council on Academic Affairs

GRADUATE INTERDISCIPLINARY SPECIALIZATIONS AND MINORS

GRADUATE INTERDISCIPLINARY SPECIALIZATION

1. **The Graduate Interdisciplinary Specialization** involves cooperation and coordination of two or more graduate programs outside the student's major graduate program which work to develop an integrated, interdisciplinary course of study. **The Graduate Interdisciplinary Minor** is designated when an integrated, interdisciplinary course of study is developed but involves the cooperation and coordination of only two graduate programs, and one of those is within the student's major graduate program.
2. Any graduate student may enroll in an Interdisciplinary Specialization/Minor (subject to the rules of the participating programs offering the interdisciplinary specialization) and choose from a master list of required and/or elective courses that constitute the Specialization/Minor.
3. All academic aspects of the Graduate Interdisciplinary Specialization/Minor (e.g., admission criteria, program of study, examination requirements) are subject to approval by each of the participating graduate programs.

The Graduate Studies Committee from the student's home graduate program coordinates and implements rules and procedures relevant to the student's program. The Graduate Studies Committee Chair of the coordinating graduate program for the Interdisciplinary Specialization/Minor will report to the Graduate School and the home graduate program the student's completion of the Interdisciplinary Specialization/Minor. It is recommended that information regarding Interdisciplinary Specializations and Minors be included in the handbooks of all participating graduate programs.

4. The Graduate Interdisciplinary Specialization and Minor each require at least 14 but cannot require more than 23 hours of graduate-level course work. These hours must be in at least four different courses. At least 14 hours must be from outside the home graduate program but may include cross-listed courses. Enrollment in cross-listed courses that comprise this 14-hour minimum must be outside the home department.
5. The student must receive the grade of B (or better) or S in each course comprising the Interdisciplinary Specialization.
6. Graduate Interdisciplinary Specializations will be listed in the Graduate Bulletin.
7. The Graduate Interdisciplinary Specialization or Minor title will appear on the student's transcript.

PROCEDURES FOR DEVELOPMENT OF GRADUATE INTERDISCIPLINARY SPECIALIZATIONS AND MINORS

A Graduate Interdisciplinary Specialization involves two or more graduate programs outside the student's major graduate program which work to develop an integrated, interdisciplinary course of study. The Graduate Interdisciplinary Minor is designated when an integrated, interdisciplinary course of study is developed but involves the cooperation and coordination of only two graduate programs, and one of those is within the student's major graduate program.

Procedures for Development

1. Graduate Studies Committees (GSCs) in conjunction with graduate faculty of the graduate programs involved develop and transmit the proposal for an Interdisciplinary Specialization/Minor. The title of the Specialization and the associated requirements should be included.

The proposal should contain the following elements:

- a. Designation of the Specialization/Minor, rationale for its development, and a brief description of its purpose, including anticipated benefits for participants.
- b. Description of the proposed curriculum for completion of the Specialization, including a master list of required and/or elective courses. At least 14 but not more than 23 hours of graduate-level course work is the requirement for a Graduate Interdisciplinary Specialization/Minor. These hours must

- include at least four different courses. At least 14 hours must be from outside the home graduate program but may include cross/listed courses. Enrollment in cross-listed courses that comprise this 14-hour minimum must be outside the home department.
- c. Administrative arrangements for the proposed Specialization/Minor.
 - d. Plans to enroll students and prospective enrollment.
 - e. Letter(s) of support from the participating deans.
2. GSCs seek approval of the proposal through whatever procedures the graduate programs / departments / schools / colleges deem necessary.
 3. GSCs submit approved proposal and a letter of transmittal to the Graduate School for review and action. The letter should be signed by all the involved GSC chairs.
 4. The Curriculum Committee of the Research and Graduate Council (RGC) reviews the proposal and makes a recommendation for action to the RGC.
 5. RGC acts on the proposal. If approved, the Graduate School notifies the Office of Academic Affairs (OAA) of the approval subject to further review by CAA. Upon completion of the review process, OAA will inform the University Registrar of the approved Graduate Interdisciplinary Specialization/Minor so that the new designation will appear on the student's transcript.

OPERATING PROCEDURES FOR GRADUATE INTERDISCIPLINARY SPECIALIZATIONS/ MINORS

A Graduate Interdisciplinary Specialization involves cooperation and coordination of two or more graduate programs outside the student's major graduate program which work to develop an integrated, interdisciplinary course of study. The Graduate Interdisciplinary Minor is designated when an integrated, interdisciplinary course of study is developed but involves the cooperation and coordination of only two graduate programs and one of those is within the student's major graduate program. Students wishing to pursue an official Graduate Interdisciplinary Specialization or Minor must follow the procedures for access outlined below.

Procedures

1. A student in conjunction with his or her advisor should determine the appropriateness of pursuing a Graduate Interdisciplinary Specialization or Minor and how best to incorporate it into the student's program of study.
2. The student completes Graduate Interdisciplinary Specialization or Minor Program Form, including obtaining her/his advisor's signature, which serves as an application to enroll in an Interdisciplinary Specialization or Minor. The form can be obtained from any graduate program involved in offering the Specialization or Minor. The Graduate Interdisciplinary Specialization or Minor Program Form will list the required and/or elective courses the student must complete in order to obtain the Specialization or Minor.
3. Copies of the completed Graduate Interdisciplinary Specialization or Minor Program Form are given to the Graduate School and the Graduate Studies Committee Chair from the student's home graduate program. The coordinating graduate program which offers the Specialization or Minor will keep the original copy on file.

Completed Graduate Interdisciplinary Specialization or Minor Program Forms can be turned in during the first two weeks of every quarter.

03/05/97, approved by the Council on Academic Affairs

2/17/99, revised by the Council on Academic Affairs

4. Upon receipt of the completed Graduate Interdisciplinary Specialization or Minor Program Form, the GSC of the graduate program coordinating the Specialization or Minor will send the student an acknowledgment indicating whether or not the request is approved, with a copy being sent to the Graduate School and the student's home GSD.

5. Upon receipt of the acknowledgment from the graduate program coordinating the Specialization or Minor, the Graduate School will send the student an acknowledgment letter/memo.
6. The student must adhere to the curriculum for the Graduate Interdisciplinary Specialization or Minor as indicated on the approved Graduate Interdisciplinary Specialization or Minor Program Form. If changes in the approved curriculum are necessary, the student must complete a new Graduate Interdisciplinary Specialization or Minor Program Form and once again obtain approval via Steps 1-5 above.
7. Upon application to graduate, the student must complete the Graduate Interdisciplinary Specialization or Minor Transcript Designation Form.
8. The Graduate School will match the courses completed with those in the approved Graduate Interdisciplinary Specialization/Minor. Unapproved departures from the approved Graduate Interdisciplinary Specialization/Minor program could lead to a loss of transcript designation.
9. A review will be conducted by the Council on Research and Graduate Studies, in conjunction with the Council on Academic Affairs, of an approved Graduate Interdisciplinary Specialization/Minor five years after the program is first officially in place and periodically thereafter.

*03/05/97, approved by the Council on Academic Affairs
2/17/99, revised by the Council on Academic Affairs*

The Ohio State University Graduate School

Interdisciplinary Specialization or Minor Program Form

Student Name: _____

Student Social Security Number: _____

Address: _____

E-Mail Address: _____

Interdisciplinary Specialization: _____

Interdisciplinary Specialization or Minor Program of Study

<u>Department</u>	<u>Course #</u> <u>Course Title</u>	<u>Credit Hours</u>	<u>Grade</u>
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Student Signature	Date

Advisor Signature	Date

Graduate Studies Chair Coordinating Graduate Program for Specialization	Date

ENROLLMENT LIMITATIONS

PROTOCOLS FOR ENROLLMENT LIMITATION AT OHIO STATE

This document describes procedures established by the Council on Academic Affairs to be followed when student demand for study in an academic area exceeds the capability of a department or college to teach all students wanting the program. In developing these procedures the Council has assumed that the University is obligated to provide a certain level of access to courses and programs for its undergraduate students and that under this obligation the University will offer

1. a sufficient number of courses so that undergraduate students can meet general education requirements.
2. a sufficient number of entry-level prerequisite courses for each undergraduate major as well as a range of other courses that measure student ability and potential to perform well in each major.
3. a sufficient number of courses that satisfy the basic requirements for each undergraduate major as well as a range of courses to satisfy elective requirements for each major.
4. courses that are required as a result of interdepartmental agreements.

The Office of Academic Affairs will inform Council on a quarterly basis of activities relating to enrollment problems in various units.

I. Definition of Enrollment Limitation Plan.

An Enrollment Limitation Plan (ELP) is the set of short-term guidelines that restrict access to a particular undergraduate major because of the inability of an academic unit to meet instructional demands using available resources in any acceptable instructional configuration. An ELP applies to undergraduate majors only.

II. Procedure for establishing need for ELP.

If a college judges that enrollment problems may require an ELP, the college must first work with the Office of Academic Affairs to evaluate the enrollments and resources, and to seek viable alternative ways of meeting the enrollment demand. If the Office of Academic Affairs in working with the college determines that no other viable alternative exists, then an ELP should be prepared and submitted to the Council on Academic Affairs.

III. Guidelines for preparing an ELP.

1. Generally an ELP will be developed at the college level and will involve all units of the college; in those cases where a school has enrollment pressures, it may be appropriate for the ELP to apply to the school, but not to the whole college; in either case, the college must be involved in the development of an ELP for a school.
2. An ELP addresses enrollment pressures rather than issues related to program or student quality within a unit.
3. The ELP will be developed for at most a three-year period.
4. An ELP will include a full description of the criteria by which students will be chosen for the program and a justification for the use of those criteria.
5. An ELP will stipulate a target enrollment range for undergraduate majors, and provide a rationale for that range. An ELP will also indicate enrollment expectations in each of the following categories:

- a. undergraduate non-majors,
 - b. graduate students, and
 - c. others
6. An ELP may not require a cumulative point-hour ratio for graduation in the major above the current University standard of 2.0.
 7. An ELP should demonstrate special attention to underrepresented student populations, in addition to transfer and academically at-risk students.
 8. An ELP should outline fully all administrative procedures associated with managing the plan including student advising, changes in University publications, and expectations of the Registrar's Office and the Admissions Office.
 9. Initiation of an ELP by an academic unit should provide a minimum of one year's notice to students.
 10. The ELP will be monitored by the Office of Academic Affairs and a report of the effects of the ELP will be provided by the unit to Council on an annual basis.
- IV. Information to be provided to the Council on Academic Affairs with an ELP.
1. A description of general enrollment trends over the past five years highlighting key courses in the undergraduate major which have experienced severe enrollment pressures.
 2. A description of instructional resources, their current utilization, and efforts that have been made to meet enrollment pressures.
 3. An indication of the potential impact of the ELP on other University programs.
 4. Interim steps designed to deal with enrollment pressures until the ELP becomes operational.
- V. Criteria established by the Council on Academic Affairs for assessing the acceptability of an ELP.
1. The consistency of the plan with the mission of the University, including its responsibilities as a land-grant institution and its desire to attract and retain students.
 2. The adherence of the proposed plan to the guidelines.
 3. The potential impact on students outside the major(s) in question.
 4. The potential impact on other units in the University.
 5. The potential impact of the proposed plan on recruitment and retention efforts at Ohio State.

5/18/88, Approved by the Council on Academic Affairs

