

GUIDELINES FOR THE DEVELOPMENT OF NEW GRADUATE MINORS

A graduate minor is defined as **a guided academic credit-bearing course of study 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.** [See:

<http://graduateschool.nd.edu/assets/4051/minutes.gradcouncil.111407.pdf>]

Current minors in the Graduate School are: Gender Studies, History and Philosophy of Science, Irish Studies, Quantitative Psychology, and Screen Cultures.

The minor will be awarded when all the requirements for the student's graduate degree have been met. Once awarded, receipt of the minor will be noted on a student's permanent record.

There is a four-step approval process for graduate minors:

Step 1: Discuss the proposed minor with the appropriate associate dean of your college.

Step 2: Prepare a formal program description—please see the template for new proposals linked below. Include: a cover page, routing form, and letters guaranteeing specific resource and financial commitments from the heads of any units asked to support the new program—for example, department chairs, deans, the director of Hesburgh Libraries, OIT, etc. (see Sections 11 through 13 of the template).

Step 3: Submit the proposal to the Dean of the Graduate School for initial feedback and consultation.

Step 4: Submit the proposal to the relevant college council for approval.

Step 5: Submit a final proposal, along with the minutes of the college council meeting granting approval, to the Dean of the Graduate School.

Once the minor is approved, the Graduate School's Data and Reporting Manager will work with both the Registrar and the faculty contact to ensure that the Registrar has all information necessary to provide the proper notation of the minor on students' transcripts.

Three tools will guide faculty proponents through the approval process. All can be accessed on the Faculty/Staff Resources page of the Graduate School's website:

<https://graduateschool.nd.edu/resources-for-facultystaff/>

New Graduate Minor Cover page

https://graduateschool.nd.edu/assets/32675/info.faculty.minor_programs_cover.pdf

A template for new proposals

https://graduateschool.nd.edu/assets/139276/template_for_proposal_of_new_graduate_minors.pdf

New Graduate Minor Routing Form

https://graduateschool.nd.edu/assets/32674/info.faculty.minor_programs_routing.pdf

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