

Memo to: All UH-Downtown/PS Holders
From: George Magner, Interim President
Subject: Approval Process for Degree Minors

UH-Downtown/PS 03.A.27
Issue No. 1
Effective date: 3/17/92
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1. PURPOSE

This PS standardizes the procedure by which degree minors are developed and outlines the review process by which they are approved.

2. POLICY/PROCEDURES

2.1 The department, in consultation with its dean, prepares a preliminary proposal for a degree minor for departmental review.

2.2 Copies of the preliminary degree minor proposal as approved by the majority of the department faculty are transmitted to the curriculum committee, the Student Government Association, the appropriate dean, and the vice president for academic affairs for their comments.

2.3 After receiving the comments, the department may prepare a formal degree minor proposal according to current coordinating board, guidelines and seek endorsement by a majority for the department.

2.4 The document, as approved by the department, is transmitted by the chair through the appropriate dean to the university curriculum committee.

2.5 The curriculum committee considers the degree minor proposal and submits its recommendation to the vice president for academic affairs.

2.6 The vice president for academic affairs transmits the proposal to the University Council for review and recommendation to the president.

2.7 If approved by the president, the vice president for academic affairs prepares the necessary documentation for implementation of the proposal.

3. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): Vice President for Academic Affairs

Review: As needed

Reprint of original policy statement. Signed original on file in the President's Office.