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Effective: \_\_\_\_\_

**REQUEST FOR ADDING, CHANGING, SUSPENDING  
OR DROPPING A  
GRADUATE MINOR**

Department/School \_\_\_\_\_ Date \_\_\_\_\_  
Name of Minor \_\_\_\_\_

**ATTACH RESPONSE or LETTER OF SUPPORT from any departments/schools affected [i.e. any department/school whose course(s) are to be added/dropped or any programs that seem duplicative.]**

**ACTION (check appropriate box):**

- ( ) **ADDING:** The entire new *General Catalog* minor description must be typed on plain sheets and attached to Form F.
- ( ) **CHANGING:** Regardless of whether the entire minor is to be changed or only parts, the present and proposed *General Catalog* minor description should be attached on separate pages. On the *Present* description, use ~~strikeout~~ to identify deletions and on the *Proposed* description, **highlight** areas to identify additions.
- ( ) **SUSPENDING:** Provide an adequate explanation for suspending the minor on plain sheets and attach.
- ( ) **DROPPING:** Provide an adequate explanation for dropping the minor on plain sheets and attach.

**MINOR**

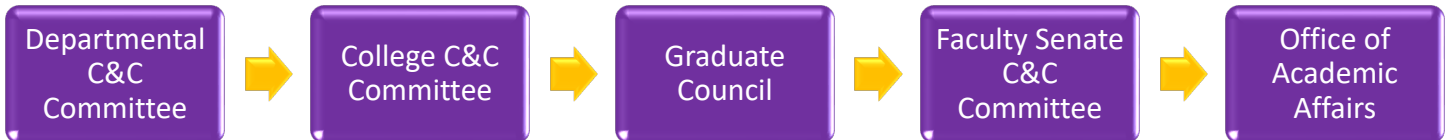
**PRESENT**

**PROPOSED**

Total semester hours in current minor: _____	Total semester hours in proposed minor: _____
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**Proposal Routing Procedure in accordance with PS-45**

Submit proposals to the Graduate Council via Ashley Collins ([graduatecouncil@lsu.edu](mailto:graduatecouncil@lsu.edu)). All approved proposals will be forwarded to the next appropriate level in the routing process. See [guidelines](#) on Academic Affairs website.



Departmental C&C Approval Date \_\_\_\_\_

Graduate Council Approval Date \_\_\_\_\_

Departmental Chair Signature \_\_\_\_\_ (DATE)

Graduate Dean Signature \_\_\_\_\_ (DATE)

College C&C Approval Date \_\_\_\_\_

College Dean Signature \_\_\_\_\_ (DATE)

FSC&C Chair Approval \_\_\_\_\_ (DATE)

**Dates of all committee approvals must be recorded.**

**The committees will not consider proposals that have not been approved by the previous departmental/college/Grad Council curriculum committees.**

Office of Academic Affairs Approval \_\_\_\_\_ (DATE)

## **INSTRUCTIONS FOR FORM F: Adding, Changing, Suspending, or Dropping a Graduate Minor**

The proposal will be delayed if the form is not filled out in its entirety. This includes the justification and the *General Catalog* minor description. Letters of support from affected units are also required.

Attach justification for all actions: Use separate sheet. If the **justification** is deemed insufficient, it will cause a delay in the approval process for the proposal. For new minors, justifications should provide evidence of need, i.e. student demand or current/evolving needs of the region, State, and/or the University.

A *graduate minor* is a student's field of secondary academic emphasis (at least 15% of the major requirements). The **General Catalog minor description**, provided on a separate page, is what will be used in the *General Catalog*. It is important to include as much information as the unit would like to convey to the student, including not only the entire course outline but explanatory information regarding the minor.

The department should consider the length of time necessary to obtain final approval of a program. After being reviewed by the departmental and college faculty, this proposal must also be reviewed by the Graduate Council and then by the FSC&C Committee. Hence, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to minors generally take effect with the publication of the next *General Catalog*.

When designing the minor layout, be sure that prerequisites of courses fall in natural progression and that courses are offered in regular intervals, i.e. fall, spring, summer.

### **If establishing a new graduate minor:**

Submit **this Form F**, a **justification**, and the **General Catalog minor description (including the course layout)**.

### **If changing a graduate minor:**

Regardless of whether the entire minor is to be changed or only parts, the present and proposed **General Catalog minor description** should be attached on a separate page. On the PRESENT outline, use ~~strikeout~~ to identify deletions and on the PROPOSED outline, **highlight** areas to identify additions. Indicate the present and proposed total semester hours. Departments must give an adequate explanation of the requested changes on a separate sheet.

### **If suspending or terminating a graduate minor,**

Submit **this Form F** along with a brief **justification**. When a minor is dropped or suspended, students already in the program are allowed to finish their degree. However, no new students will be admitted. When requesting reactivation of a suspended minor, departments should submit a new Form F. Indicate on the form that a suspended minor is to be reactivated. If a significant amount of time has passed, departments should check the current *General Catalog* to ensure that the program meets all current requirements and that no required courses have been dropped.

## **SAMPLE MINOR OUTLINE**

The outline below details the department's proposal increase the hours of the required course XXX 7900 from three credit hours to four credit hours. In this particular case, the total credit hours for the program should be revised to reflect this change. Additionally, a Form C to change XXX 7900 should be included.

### **PRESENT**

#### **Requirements for the Graduate Minor in XXXXX**

Students interested in the graduate minor in XXXXX should meet with the Program Director to design a Program of Study and fill out an XXXXX Program of Study form, to be kept on file with the Program Director. Courses must be clearly delineated as to which hours count as major coursework and which as minor coursework. Graduate students minoring in XXXX must complete **12** semester hours of coursework including:

3 Hours XXX 7001 *required*

**3 Hours** XXX 7900 *required*

6 Hours XXX approved courses at the 7000 level

Of these courses, no more than two may be taken within the same department or with the same professor and no more than one course may be taken within the student's home department.

### **PROPOSED**

#### **Requirements for the Graduate Minor in XXXXX**

Students interested in the graduate minor in XXXXX should meet with the Program Director to design a Program of Study and fill out an XXXXX Program of Study form, to be kept on file with the Program Director. Courses must be clearly delineated as to which hours count as major coursework and which as minor coursework. Graduate students minoring in XXXX must complete **13** semester hours of coursework including:

3 Hours XXX 7001 *required*

**4 Hours** XXX 7900 *required*

6 Hours XXX approved courses at the 7000 level

Of these courses, no more than two may be taken within the same department or with the same professor and no more than one course may be taken within the student's home department.