Addition to Updated Approval, Routing and Notification Procedures for Course & Curriculum Changes

5. Minors Serving Non-K-State Graduates
Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. Completion of minors is available to K-State students as part of an undergraduate degree program or following completion of the undergraduate degree program as outlined in the University Handbook, F160. Directors of minor programs can request approval to allow non-K-State graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and curriculum routing procedures. In general, such programs should demonstrate a rationale and specify how applicants will be screened for adequacy of past academic preparation. Application requirements can be found in the Approval, Routing, and Notification Procedures for Course and Curriculum Changes. Minor programs must request continuation every five years to maintain their standing to accept non-K-State graduates. No more than six hours of transfer courses may be used for the minor.

Initial Request for Approval

Rationale: Describe all aspects of the rationale for extending the availability of the minor to non-K-State graduates and its relevance to K-State's land grant mission.

Proposed Delivery Mechanism: Describe how the required courses will be made available to students, i.e., face-to-face on campus, face-to-face off-campus, online courses, or some combination of several delivery mechanisms.

Need for Additional Resources: If extending the availability of the minor to non-K-State graduates requires resources above those routinely made available to support the minor, please provide evidence that those resources will be so allocated.

Projected Enrollment/Evidence of Need: Provide any available data on demand for such a minor by non-K-State graduates, based on student inquiries, industry requests, etc.

Admission Requirements: Specify the criteria that will be used in screening applications from non-K-State graduates and the rationale for those requirements, i.e., accreditation status of degree-granting institution, degree received, GPA, etc.

Program Assessment: Please describe how the program will be assessed in terms of its rationale, quality, and cost.

Five-Year Request for Continuation

(Director of the minor program is responsible for submitting the necessary materials to Faculty Senate Academic Affairs.)

Number of Graduates Admitted/Competed: Report the number of K-State and non-K-State students admitted to the minor program during the last five-year period, the number in each category who completed the minor program, and their GPA for the completed minor.

Program Assessment Results: Report program assessment results in terms of its rationale, quality, and cost. Include a discussion of the way in which the minor has enhanced the non-K-State graduate's professional standing, income, or interest in pursuing a graduate degree at K-State as a result of the availability of the minor program.

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