College of Arts and Sciences—Minor Submission Guidelines

For a current list of ASC minors please see: http://ascadvising.osu.edu/programs/minors/list

Revision Versus Update of a Minor

Changes to the core requirements of a minor require a revision proposal which will be vetted through the appropriate curricular channels. Large changes to the overall content or requirements of the minor that alter the original intent of the minor and/or would have a significant impact on students require a revision proposal.

Modest changes to a minor such as contact or description information, the addition or deletion of elective courses on a small scale, or the changing of a course number with a new equivalent may not require a revision proposal. A unit may request updates or revisions at any time by contacting ascurofc@osu.edu with changes. If you would like a Word document version of a minor advising sheet on which to make changes, please request one from the above e-mail address and use the “track changes” function to show proposed changes.

Approval of a Non-ASC Minor for ASC Students

If a non-ASC college has an approved minor it wishes to make available to ASC students for enrollment, the minor must be approved by the Arts and Sciences Curriculum Committee. Such requests should contain a brief cover letter requesting that the minor be considered for use by ASC students and a proposed ASC minor sheet for consideration.

Timeline and Process

From the drafting of a proposal to its final approval often takes a substantial amount of time. This is determined to some extent by how quickly a proposal moves through the appropriate department and college channels. Timelines at the university level are determined by a number of factors, including the nature of a proposal’s content, whether or not the proposal includes all necessary sections and documentation, and workload of each of the university-wide committees and offices that it must pass through. The most successful proposals are well thought through and include all the required documents. Occasionally questions are raised and additional documents are requested. A speedy reply to questions and requests will enhance the ability of committees to make a recommendation.

Characteristics Governing ASC Minors

1. A minor consists of a minimum of 12 semester credit hours at the 2000 level and above, with at least 6 of the semester hours at the upper division level. Upper-division courses are defined as all ASC courses at the 3000 level or above, Philosophy 2500, all courses taught by departments in mathematical and physical sciences at the 2000 level and above (except for courses numbered 2194), and any foreign language course taught in the language at the 2000 level and above.

2. 1000-level courses cannot be counted toward the 12-hour minimum.

3. No more than three semester credit hours of X193 (individual studies) coursework may be included in the minor, and no more than 6 semester hours of transfer credit may be applied to any minor.
4. No grade below a C- will be permitted in courses constituting the minor. The minimum overall cumulative point-hour ratio of the minor shall be 2.00. Courses taken on a Pass/Non-Pass (PA/NP) basis may not be applied to the minor.

5. Courses used on the minor may not be used on a major. A student may not take a major and a minor in the same subject, unless such combination has been expressly approved by the ASC Curriculum Committee and the ASC Faculty Senate.

6. Overlap between the GE and a minor is permissible unless specifically disallowed by the department offering the minor.

7. When students complete more than one minor, each minor must contain a minimum of 12 unique semester credit hours.

8. Once a student’s minor program form is on file in the college office, any changes must be approved by the departmental (minor) advisor.

9. Minors must be declared at least one term prior to a student’s intended graduation term, and students are encouraged to file the minor program earlier whenever possible.

Proposal Submission Guidelines for Establishing a New Undergraduate Minor or Revising an Existing Undergraduate Minor

These guidelines are intended to streamline the programmatic development/revision and approval process by making more transparent to departments the vetting guidelines used by the OAA Council on Academic Affairs. Consulting with your curricular associate or assistant dean early in the proposal development process will help ensure a more effective curricular approval process.

Please submit new minors in the Course and Program Approval System (https://curriculum.osu.edu). As for changes to programs, these cannot currently be submitted via the electronic system--this feature is still in development. For the time being, program changes should be submitted to your associate or assistant curricular dean via e-mail. (Changes to non-ASC minors should be directly submitted to the ASC Curriculum and Assessment Services at asccurrofc@osu.edu.) The latter will make sure that the revised program be duly reviewed by the appropriate ASCC panel and the whole ASCC. Once approved at the college level, the proposal will move on to OAA, where it will be reviewed by CAA.

When proposing a new or revised minor for the College of Arts and Sciences students, please submit the following information. If the revisions are modest, respond to what is relevant to the proposed changes.

When proposing revisions, please include a current ASC minor sheet and a proposed ASC minor sheet which highlights the proposed changes.

1. Required Information
   - Name of proposed minor
   - Proposed implementation date
   - Academic units (e.g., department, college) responsible for administrating the minor program

2. Rationale
   - Describe the rationale/purpose of the minor.
   - Describe how assessment data has served as an impetus for the proposal (i.e., program review, reaccreditation data, or student data gathered).
• Identify any unique characteristics or resources that make it particularly appropriate for Ohio State to offer the proposed minor.
• Cite the benefits for students, the institution, and the region or state.

3. Relationship to Other Programs / Benchmarking
• Describe current major and minor programs in the department(s) and how they relate to the proposed minor.
• Identify any overlaps with other programs or departments within the university. Append letters of concurrence or objection from related units.
• Indicate whether this minor or a similar minor was submitted for approval previously. Explain at what stage and why that proposal was not approved or was withdrawn.

4. Student Enrollment
• Indicate the number of students you anticipate will take this minor and what programs they may come from.

5. Curricular Requirements
• Provide ASC minor advising sheet
• List the courses (department, title, credit hours, description) which constitute the requirements and other components of the major. If any courses have prerequisites, please indicate so. Indicate which courses are currently offered and which will be new, which ones will be changed, and which ones may need to be withdrawn. When those new courses, course changes, and course withdrawals are put in curriculum.osu.edu, we recommend you indicate that those course requests are submitted as part of a larger programmatic proposal. As much as possible, the curriculum committees will review the course requests in conjunction with the major proposal.
• State the minimum number of credits required for completion of the minor.
• Describe the number and qualifications of faculty. List current faculty, areas of expertise, and whether they have full- or part-time status.
• If applicable, describe existing facilities, equipment, and off-campus field experience and clinical sites to be used. Indicate how the use of these facilities, equipment, etc., will impact other existing programs.
• Describe how advising will be done.
• If applicable, describe additional university resources (including advisors and libraries) that will be required for the new minors.
• Describe the minor as it would appear in the appropriate college bulletin.
• In an appendix: please attach syllabi for all the courses in the minor.
Minors

An Arts and Sciences minor is the perfect complement to any major. Choose from more than 100 minors to broaden your learning experiences, enhance your marketability, and pursue your passions.

Check with Your Advisor

The requirements for a minor may differ depending on whether you are graduating in quarters or in semesters. Make sure to check with your advisor if you are not sure which requirements apply to you.

Explore the Minors

A top
- Quarters | Semesters: Agricultural Communication (AGRCOMM-MN)
- Quarters | Semesters: Agriculture Systems Management (AGMSYS-MN)
- Quarters | Semesters: Agronomy
- Quarters | Semesters: Air Science (AIRSCI-MN)
- Quarters | Semesters: American Indian Studies (AMINSTD-MN)
- Quarters | Semesters: American Studies (AMERSTD-MN)
- Quarters | Semesters: Andean and Amazonian Studies (ANDEAMZ-MN)
- Quarters | Semesters: Animal Nutrition (ANMLNUT-MN)
- Quarters | Semesters: Animal Pre-Veterinary Medicine (New under semesters)
- Quarters | Semesters: Animal Sciences (ANMGSC-MN)
- Quarters | Semesters: Anthropology (Tracks: Archaeology, Cultural, Physical) (ANTHROP-MN)
- Quarters | Semesters: Arabic (ARABIC-MN)
- Quarters | Semesters: Art Studio
- Quarters | Semesters: Arts Entrepreneurship (ARTSENT-MN)
- Quarters | Semesters: Asian American Studies (ASIANAM-MN)
- Quarters | Semesters: Astronomy and Astrophysics
- Quarters | Semesters: Aviation (AVIAASC-MN)

B top
- Quarters | Semesters: Biochemistry (BIOCHEM-MN)
- Quarters | Semesters: Biological Bases of Behavior
- Quarters | Semesters: Biology (New under semesters)

C top
- Quarters | Semesters: Campaigns and Elections (CAMPELE-MN)
- Quarters | Semesters: Chemistry (CHEM-MN)
- Quarters | Semesters: Chinese (CHINESE-MN)
- Quarters | Semesters: City and Regional Planning (CRPLAN-MN)
- Quarters | Semesters: Classical Greek (CLASGK-MN)
- Quarters | Semesters: Classical Humanities
- Quarters | Semesters: Clinical Psychology & Individual Differences
- Quarters | Semesters: Coaching Education (COACHED-MN)
- Quarters | Semesters: Cognitive Science (COGNITS-MN)
- Quarters | Semesters: Communication (COMM-MN)
Quarters | Semesters : Communication Technology (COMTECH-MN)
Quarters | Semesters : Community Outreach Education
Quarters | Semesters : Comparative Politics (COMPPOL-MN)
Quarters | Semesters : Computer & Information Science (CPTRINF-MN)
Quarters | Semesters : Consumer Sciences
Quarters | Semesters : Creative Writing (CREATWR-MN)
Quarters | Semesters : Criminology and Criminal Justice (CRIMENO-MN)
Quarters | Semesters : Critical and Cultural Theory (CRITCLT-MN)

D top
Quarters | Semesters : Dance (DANCE-MN)
Quarters | Semesters : Design (DESIGN-MN)
Quarters | Semesters : Developmental Psychology
Quarters | Semesters : Disability Studies (DSBLYST-MN)

E top
Quarters | Semesters : East Asian Languages and Literatures (ASNLANG-MN)
Quarters | Semesters : Earth Sciences (Tracks: Earth Sciences, Geoarchaeology, Mineralogy and Petrology, Economic Geology, Geochemistry, Paleontology, Environmental Studies, Geophysics)
Quarters | Semesters : Economics (ECON-MN)
Quarters | Semesters : Education (EDUC-MN)
Quarters | Semesters : Engineering Sciences (ENGRSCI-MN)
Quarters | Semesters : English (ENGLISH-MN)
Quarters | Semesters : Entomology (ENTOMOL-MN)
Quarters | Semesters : Entrepreneurship (ENTRISH-MN)
Quarters | Semesters : Environmental Economics (RESECON-MN)
Quarters | Semesters : Environmental Engineering (ENV/ENG-MN)
| Semesters : Environmental Science (New under semesters)
Quarters | Semesters : Equine Science (EQUINSC-MN)
Quarters | Semesters : Evolution and Ecology (EVOLECO-MN)
Quarters | Semesters : Evolutionary Studies (EVOSTDS-MN)

F top
Quarters | Semesters : Family & Consumer Sciences Education (FCSED-MN)
Quarters | Semesters : Farm Management (FARMGMT-MN)
Quarters | Semesters : Fashion and Retail Studies
Quarters | Semesters : Film Studies (FILMSTD-MN)
Quarters | Semesters : Folklore (FOLKLOR-MN)
Quarters | Semesters : Food Processing (FDPROC-MN)
Quarters | Semesters : Food Safety (FDSAFET-MN)
Quarters | Semesters : Forensic Science (FORSCI-MN)
| Semesters : Forestry, Fisheries and Wildlife (New under semesters)
Quarters | Semesters : French (FRENCH-MN)

G top
Quarters | Semesters : General Business (GENLBUS-MN)
Quarters | Semesters: General Psychology
| Semesters: Geographic Information Science (New under semesters)
Quarters | Semesters : Geography (GEOG-MN)
Quarters | Semesters : German (GERMAN-MN)
Quarters | Semesters : Globalization Studies (GLOBLST-MN)
Quarters | Semesters : Global Public Health

H top
Quarters | Semesters : Health and Society (HLSOC-MN)
Quarters | Semesters : Hebrew (HEBREW-MN)
Quarters | Semesters : History (HISTORY-MN)
Quarters | Semesters : History of Art (HISTART-MN)
Quarters | Semesters : Horticulture (HORT-MN)
Quarters | Semesters : Human Development and Family Science (HDFS-MN)
Quarters | Semesters : Human Nutrition

I top
Quarters | Semesters : Inequality and Society (SOCSTRA-MN)
Quarters | Semesters : Integrative Approaches to Health and Wellness (INTLTH-MN)
Quarters | Semesters : International Economics & Social Development (INTECSD-MN)
Quarters | Semesters : International Studies (INTSTD-MN)
Quarters | Semesters : Italian (ITALIAN-MN)

J top
Quarters | Semesters : Japanese (JAPANES-MN)
| Semesters : Jewish Oral History (New under semesters)
Minors | Arts and Sciences Advising and Academic Services

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<tr>
<th>Semesters</th>
<th>Jewish Studies (JEWHS-T-MN)</th>
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<td>Semesters</td>
<td>Judicial Politics (JUDPOL-MN)</td>
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| Semesters | Korean (KOREAN-MN) |

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<td>Semesters</td>
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<td>South Asia Studies (SASI-MN)</td>
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<td>Semesters</td>
<td>Studio Art (STUDART-MN)</td>
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http://ascadvising.osu.edu/programs/minors/list

9/18/2012
Quarters | Semesters: Survey Research (SURVEYR-MN)
Quarters | Semesters: Surveying & Mapping (SURVMAP-MN)
        | Semesters: Sustainable Agriculture (New under semesters)
        | Semesters: Swahili Language and Culture (New under semesters)

T top
Quarters | Semesters: Theatre (THEATRE-MN)
Quarters | Semesters: Turfgrass Management (TRFGMGT-MN)
Quarters | Semesters: Turkish (TURKISH-MN)

V top
Quarters | Semesters: Video Arts (VIDART-MN)

W top
Quarters | Semesters: Women's Gender and Sexuality Studies (WOMSTDS-MN)
Quarters | Semesters: World Politics (WRLDPOL-MN)

Y top
Quarters | Semesters: Yiddish (YIDDISH-MN)
Quarters | Semesters: Youth Development (YTHDEV-MN)

Z top
Quarters | Semesters: Zoology (ZOOLOGY-MN)