

MEMORANDUM

TO: Fort Wayne Senate Executive Committee

FROM: Cigdem Z. Gurgur, Chair
Educational Policy Committee

DATE: November 21, 2014

SUBJ: Proposal to changes in Minor Designation at IPFW

WHEREAS, The current Minor certification needs to be streamlined via use of a consistent electronic form across IPFW campus; and

WHEREAS, Use of Form 42 brings the aforementioned uniformity; and

WHEREAS, The academic unit offering the minor would authorize the student's major advising unit to add the minor by submitting the Form 42 for the student;

BE IT RESOLVED, That Fort-Wayne Senate adopts the changes in Minor designation to reflect how certification of the minor is connected to the student's current degree program and how the transcript entry would signal completion of the minor as the student is approved for graduation.

Minors – Proposed changes

11.0: Minors

11.1: Establishment. A minor-subject program may be established by any academic unit at IPFW subject to approval by the **college/school/division** containing the unit, to approval by the Curriculum Review Subcommittee, to acceptance by the Vice Chancellor for Academic Affairs, and to publication of requirements for completion of the program in the Bulletin or its supplement. Completion of any minor must require a minimum of 12 credits, including at least six resident credits at the 200-level or above.

11.2: Certification. A student may earn a minor by **requesting acceptance into the minor from the academic unit offering the minor. If accepted, the unit offering the minor will submit the appropriate electronic Form 42 to the Office of the Registrar to add the minor to the student's current degree program.**

An academic unit may authorize a student's major advising unit to add the minor by submitting the Form 42 for the student. This authorization would be stated in the offering unit's minor requirements listed in the Bulletin. ~~providing the degree-granting unit verification of acceptance into the minor program and a statement of the minor program requirements and by successfully completing these requirements.~~

At the same time as degree certification is processed, the degree-granting unit shall certify the student's completion of all **minor** requirements. Certification shall be based on **completion** ~~student's choice of any set~~ of **the** minor program requirements in effect **for the bulletin of the student's current degree program.** ~~since the student's most recent admission to or re-entry into IPFW.~~

11.3: Transcript entry. Concurrent with completion of degree requirements, the Registrar shall make an appropriate entry on the student's transcript to signal completion of the minor. No entry shall be made on the transcript if the minor is not completed by the time the student is certified for graduation.