

ARIZONA STATE UNIVERSITY AT THE WEST CAMPUS UNDERGRADUATE PROGRAMS

Create/Change a Minor, Certificate or Concentration

Curricular Development Form (CDF): The first step prior to the development of a formal proposal for a new minor, certificate and/or concentration that you are planning (thinking about) for your unit(s) is to submit a Curricular Development Form – Certificate, Concentration, Minor. A committee will review the proposal and make recommendations to the Senior Vice President for Academic Affairs who will make the final decision. See [Provost – Curriculum Development](#) Web pages for instructions.

Required Materials

Graduate Programs: To complete the process for creating or changing a post-baccalaureate or graduate certificate or a new concentration for an existing degree/major, see the [Graduate Academic Program Development](#) Web pages.

Undergraduate Programs: To complete the process for creating or changing a minor, certificate or concentration it will be necessary to:

- Complete a proposal for creating or changing a minor, certificate or concentration (see Policy III below).
- Include a recommendation from the Dean(s) that documents the review and recommendation by the unit curriculum committee(s).
- Submit documentary evidence that proposers have consulted with faculty and administrators in programs that may be impacted by the change.
- Other materials considered relevant by the proponents.

When completed, forward the proposal and accompanying materials to [Julie Ramsden](#) for review by the Senate Curriculum and Programs/General Studies Committee.

Policy

The process for gaining approval to offer or change a minor, certificate, or concentration is a collaborative process designed to ensure 1) that all proposals are consistent with institutional resources and standards of quality, 2) that all parties likely to be affected by the proposals have been consulted, and 3) that the proposals are consistent with the university, campus, college/school missions and planning goals.

Delays can be avoided if proposals are complete and accurate. Consultation with others likely to be affected by the proposal should occur in the earliest stages of proposal development, and documentation of these negotiations should be included with the

proposal. In general, a proposal should provide enough information to be understandable and persuasive to a series of reviewers increasingly unfamiliar with the academic discipline and the immediate circumstances from which the proposal springs.

I. General Information

- A. A minor may be offered in any subject matter in which the campus has an authorized degree program. A minor in a subject matter area where there is no authorized degree program may be offered but must be approved by the ABOR before the minor is announced or implemented.
- B. A minor consists of a minimum of 18 hours of course work. For any minor offered at the West campus, a minimum of nine upper-division hours in the minor must be taken in residence at ASU. All upper-division courses in the minor must be completed with a minimum grade of "C" (2.00). Counting courses in the major and the minor is allowed; however, certain major and minor combinations may be deemed inappropriate by the academic unit or department of the major or minor.
- C. A **certificate** tends to be a professional credential—a verification that a student has completed a limited curriculum in order to achieve a certain level of competence in a focused area. A certificate program is often useful to students who want or need specific education or training for a career change, job advancement, or self-fulfillment whether or not they have or want a college degree. A certificate may be offered within an authorized degree program (e.g., Education or Accountancy) but it may also be interdisciplinary (e.g., Gerontology) or a verification of achievement in a cross-disciplinary area such as writing. The number of hours required for a certificate may be determined by external agencies (e.g., Education, Accountancy) or by the unit offering the certificate (e.g., Women's Studies). For certificate programs offered at the West campus, at least 50 percent of the semester hours required to earn a certificate must be ASU resident credit. All course work in the certificate must be completed with a minimum grade of "C" (2.00) or higher. Some departments may have more specific or stringent requirements for certificates.
- D. A **concentration** is an area of emphasis within an authorized degree program. A current West campus example includes the Marketing concentration in the Global Business major. Concentrations may not be advertised in the catalog or in other university publications except as an area within an approved major. A concentration may not develop to the extent that they require students to complete more than 60 percent of the total number of credit hours required in courses in the major field of study.

II. Basic Conditions for Developing a Minor, Certificate, or Concentration

- A. Any proposal for a new minor, certificate, or concentration (or changes in existing programs) must be accompanied by a demonstration of how it contributes to progress toward the achievement of the goals of the academic action plan.
 - B. A proposal for a new minor, certificate, or concentration (or changes in existing programs) that involves more than one academic unit must be jointly endorsed by the units involved.
- III. Components for a Proposal for a Minor, Certificate, or Concentration
- A. The proposal must include:
 - 1. Description of the minor, certificate, or concentration
 - 2. Proposed catalog copy
 - 3. Summary of expected student outcomes and outcomes assessment strategies
 - 4. Justification for the proposal and fit with mission/goals
 - 5. Discussion of impact on unit enrollment
 - 6. Discussion of impact on other units
 - 7. Additional resources required
 - B. The proposal must be accompanied by a recommendation from the Dean(s) that documents review and recommendation by the unit curriculum committee(s).