

**Institute Undergraduate Curriculum Committee  
Academic Matters and Petitions (Full Committee)  
Tuesday, October 27, 2009**

**Present:** Belton (ECON), Riley (ECE), Hollengreen (ARCH), Benkeser (BME) Seitzman (AE), Montoya (BIOL), Chang (MGT), Ferri (ME), Ludovice (ChBE), Flamming (HTS), Isbell (IC/CoC), Vito (Provost) Pikowsky (REG)

**Visitors:** Stein (ODOS), Miller (SGA), Senft (REG)

**Note:** All action items in these minutes require approval by the Academic Senate. In some instances, items may require further approval by the Board of Regents or the University System of Georgia. If the Regents' approval is required, the change is not official until notification is received from the Board to that effect. Academic units should take no action on these items until USG and/or BOR approval is secured. In addition, units should take no action on any of the items below until these minutes have been approved by the Academic Senate or the Executive Board.

**Academic Matters**

1. A motion was made to approve a request from the Provost's Office to amend the Guidelines for Undergraduate Minors and the *Catalog* description of the minor. The motion was seconded and approved.

**General Guidelines for Developing and Listing a Minor in the GT Catalog**

- Minors are listed in two groups: Disciplinary Minors and Multidisciplinary Minors
- Each minor contains
  - o Name (of the Minor)
    - Ordinarily, this is the name of an existing GT academic program (e.g., Aerospace Engineering, Earth and Atmospheric Sciences) offering the minor.
    - In the case of multidisciplinary minors (e.g., Engineering and Management), this is a name reflecting the academic field of the minor.
  - o Description (of the Minor)
    - A short narrative describing the goals and educational objectives for the minor including a listing and objectives of any tracks.
  - o Program(s) of Study
    - A program of study for the minor.
    - For minors containing more than one program of study or track, programs of study for each track.

## GT Catalog Content: (Replaces Current Text)

### Undergraduate Minors

An undergraduate minor is a defined program of study outside the student's major field. Minors are intended to broaden the student's education by encouraging and officially recognizing knowledge obtained by the student in fields other than their major.

Minors are typically offered by Schools which also offer a major. A program of study for the minor is outlined and it may include more than one option or "track". Tracks allow students to focus on an aspect of the academic field that is of particular interest to them. It is expected that there will be depth of the program of study and that specific educational objectives will be met upon completion of the minor.

Other minors are offered where there is no undergraduate degree granting program at Georgia Tech. These minors cover fields which are inherently multidisciplinary; i.e., ones that are covered in part by multiple degree granting academic programs. Multidisciplinary minors require particularly broad programs of study which include courses from multiple Schools and/or Colleges.

### Guidelines for Undergraduate Minors

1. Ordinarily a minor may be offered only in a field in which Georgia Tech offers a degree program. Exceptions may be made if (a) the proposed minor is in a recognized academic field or discipline, and (b) the schools or departments have in place sufficient courses, faculty, and facilities to offer the minor.
2. All proposals for a minor must originate from the faculty of the academic unit offering the minor or, in the case of a multidisciplinary minor, from the faculty of each participating academic unit. Proposals must be endorsed by the appropriate College Dean(s) and by the Provost.
3. A minor program of study must comprise at least fifteen semester hours, of which at least nine semester hours are upper-division coursework i.e., courses numbered 3000 or above. The depth of the program of study should ensure that upon completion the student will have met the educational objectives established for the minor.
4. No more than 3 semester hours of Special Topics courses may be included in a minor program. No more than a total of 3 semester hours of Special Problems or Undergraduate Research courses may be included in the minimum 15 hours of a minor program.
5. Courses required by name and number and/or used to satisfy Core Areas A through E in a student's major degree program may not be used to satisfy the course requirements for a minor. However, courses used in a minor may be used to fulfill electives (free electives, technical electives, etc.) required by the student's major degree program.

6. Ordinarily, courses in a student's major cannot be used to fulfill the requirements of a minor. See also #7.
7. An exception to #6 may be made in the case of a multidisciplinary minor where the Institute Undergraduate Curriculum Committee may approve the inclusion of up to 6 semester hours of courses in a student's major when their inclusion is justified as essential to meeting the stated educational objectives of the multidisciplinary minor. However, these courses cannot also be used to fulfill the requirements of the student's major.
8. All proposed minors should include a plan for advising students pursuing the minor and for approving a student's completion of the required program of study.
9. All undergraduate minors must be approved by the Institute Undergraduate Curriculum Committee and by the Academic Senate. Multidisciplinary minors must also be approved by the Chancellor of the Board of Regents.
10. All minor programs are to be reviewed by one of the sponsoring units at least once every six years, as part of the regular program review in the sponsoring unit(s).
11. A student may select a minor in consultation with the advisor in the major field. The minor selected must be outside the student's major field. The student should then consult an advisor in the minor field, who can inform the student of any remaining requirements.
12. A course may not be used to fulfill the requirements of more than one minor or certificate.
13. All courses counting toward the minor must be taken on a letter-grade basis and completed with an overall grade point average of at least 2.00.
14. When the student petitions for a degree, he/she should complete a petition for a minor and have it approved by the minor advisor. The petition for a minor will accompany the petition for the major degree when reviewed and approved by the major school. The two forms are then submitted to the Registrar. The minor will be conferred at the same time the degree is conferred and the degree and minor will be recorded on the student's transcript. The minor will not be on the diploma. Minors may not be conferred retroactively upon students who have graduated.

## Petitions

### 1. Student Petitions Considered and Voted-Upon by the Committee

All were approved except as noted:

- 3- Term withdrawal (**1 Denied**)
- 2- Remove W from transcript
- 1- Readmit 2<sup>nd</sup> drop (**1 Denied**)
- 6- 36-hour waiver (**1 Denied, 1 Tabled**)
- 1- One hour overload for SP10

- 1- Change BIOL4699 from 1 to 2 hours for the FA09 term
  - 1- Selective withdrawal NRE4214
  - 1- Allow lab science requirement to be met with 3.33 hours and social science requirement to be met with 2 hours instead of 3 due to semester conversion
2. Petitions Handled by Administrative Decision  
The following petitions met the guidelines for “Administrative Action,” and were decided by the Registrar under the authority granted to her by the Committee. All were approved except as noted:
- 36- Readmit 1<sup>st</sup> drop SP10 (**1 Denied**)
  - 7- 10-year Waiver
  - 3- Use MUSI courses for Humanities (incorrect registration for different number)
  - 4- Use "D" to meet degree requirement despite F in second attempt of course
  - 1- Use SPAN1101 and 1813 to meet degree requirement in Humanities
  - 1- Readmit 2<sup>nd</sup> drop (**1 Denied**)
  - 1- Change ME4698 to ME4699
  - 1- Return SP10 after withdrawing FA09
  - 1- Count Social Science taken pass/fail towards degree requirement

Adjourned,

Reta Pikowsky  
Registrar