

DUKE UNIVERSITY ARTS AND SCIENCES COUNCIL COMMITTEE ON CURRICULUM

**CHECKSHEET OF MATERIALS TO BE SUBMITTED
WHEN PROPOSING A NEW MINOR**

A minor is a course of study requiring a minimum of five courses, including at least three at the level of 100 or above. Only academic units that already offer a major are eligible to propose a minor.

The proposal, this checklist with boxes checked below, and all supporting material should be sent as an e-mail attachment to harrison.williams@duke.edu.

1. Cover letter and statement of rationale for proposed minor.
2. Detailed description of proposed minor, including requirements.
3. Proposed text to appear in Undergraduate Bulletin. Check and use Bulletin format.
4. List of current courses available for the minor. Give a 3-year semester by semester projection of availability of appropriate courses to meet requirements of the minor. Identify them as regular courses or as Special Topics courses, occasionally offered. If courses are outside your unit, attach letters (or e-mails) of permission from instructors of those courses for them to count toward proposed minor.
5. Descriptions of new courses to be offered in connection with the minor.
6. Identification of teaching faculty, including their official faculty titles. Indicate if they have been consulted and are willing to participate.
7. Statement of relationship to existing programs, majors, or minors at Duke that may overlap with proposed minor. Indicate which you have been in contact with concerning your proposal. Indicate any of those existing programs that will be dropped.
8. Identification of funding available to support the proposed minor.
9. Statement from appropriate personnel in Perkins Library Collections Management of availability of library resources needed for the minor.
10. Letter of support from the Dean of Trinity College.
11. Letters of support from Director of Undergraduate Studies and Chair of sponsoring department.

FINAL APPROVAL OF MINOR RESTS WITH COMMITTEE ON CURRICULUM, THE DEAN OF TRINITY COLLEGE, AND THE ARTS AND SCIENCES COUNCIL