

Attachment 3  
Change to University Handbook  
Section F160: Undergraduate Academic Minors

For current language: <http://www.k-state.edu/academicpersonnel/fhbook/fhsecf.html>

Undergraduate Academic Minors

**F160** Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. A minor program will require completion of at least 15 designated credit hours of required course work outside of the major. Courses forming a minor may be used to satisfy the general requirements of a major curriculum, including free electives. Students who have declared an approved minor and completed all requirements for it will receive official recognition for that emphasis ~~on their permanent records~~ after the degree is posted.

K-State graduates can complete minors after their baccalaureate or advanced degree has been awarded by seeking admission as a non degree student.

Directors of minor programs can request approval to allow non-K-State graduates with baccalaureate or advanced degrees to earn an undergraduate minor through the normal course and curriculum routing procedures. In general, such programs should demonstrate a rationale and specify how applicants will be screened for adequacy of past academic preparation. Application requirements can be found in the Approval, Routing, and Notification Procedures for Course and Curriculum Changes. Minor programs must request continuation every five years to maintain their standing to accept non-K-State graduates. No more than six hours of transfer courses may be used for the minor. (FSM 4-13-93)

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In response to questions and comments given at the previous Faculty Senate meeting, held on February 9, the following changes were made:

- 1) There was a slight change to the first paragraph to say "after" instead of "when".
- 2) Second paragraph: Deleted the word "or" in between the words awarded and by.
- 3) Third paragraph: Replaced the phrase "petition Faculty Senate for permission" in the first sentence with "request approval" and added "through the normal course and curriculum routing procedures" to the end of that same sentence. Second to last sentence: deleted "approved to accept non-K-State graduates will be reviewed by Faculty Senate for continuation every five years" and replaced with "must request continuation every five years to maintain their standing to accept non-K-State graduates."