

Attachment 4

Addition to Approval, Routing and Notification Procedures for Course & Curriculum Changes

5. Minors Serving Non-K-State Graduates

Undergraduate minors provide students an opportunity to emphasize study in an area outside their major curriculum. Completion of minors is available to K-State students as part of an undergraduate degree program or following completion of the undergraduate degree program as outlined in the University Handbook, F160. Directors of minor programs can petition Faculty Senate for permission to allow non-K-State graduates to earn an undergraduate minor. Minor programs approved to accept non-K-State graduates will be reviewed by Faculty Senate for continuation on the same schedule as the review of the minor.

Initial Request for Approval

Rationale: Describe all aspects of the rationale for extending the availability of the minor to non-K-State graduates and its relevance to K-State's land grant mission.

Proposed Delivery Mechanism: Describe how the required courses will be made available to students, i.e., face-to-face on campus, face-to-face off-campus, online courses, or some combination of several delivery mechanisms.

Need for Additional Resources: If extending the availability of the minor to non-K-State graduates requires resources above those routinely made available to support the minor, please provide evidence that those resources will be so allocated.

Projected Enrollment/Evidence of Need: Provide any available data on demand for such a minor by non-K-State graduates, based on student inquiries, industry requests, etc.

Admission Requirements: Specify the criteria that will be used in screening applications from non-K-State graduates and the rationale for those requirements, i.e., accreditation status of degree-granting institution, degree received, GPA, etc.

Program Assessment: Please describe how the program will be assessed in terms of its rationale, quality, and cost.

Five-Year Request for Continuation (Once approved, the date for the first review will be the next Board of Regents program review. Thereafter, continuation reviews will be conducted at five year intervals in concert with the Board of Regents program review. Director of the minor program is responsible for submitting the necessary materials to Faculty Senate Academic Affairs.)

Number of Non-K-State Graduates Admitted/Competed: Describe the number of K-State and non-K-State students admitted to the minor program during the last five-year period, the number in each category who completed the minor program and their GPA for the completed minor.

Assessment of Program: Report program assessment results in terms of its rationale, quality, and cost. Include a discussion of the way in which the minor has enhanced the non-K-State graduate's professional standing, income, or interest in pursuing a graduate degree at K-State as a result of the availability of the minor program.