# http://www.ric.edu/webcommunications/images/SealWithText_Small_Black.pngUNDERGRADUATE CURRICULUM COMMITTEE (UCC) PROPOSAL FORM

## Cover page scroll over blue text to see further important [instructions](#instructions): please read.

**N.B. DO NOT USE HIGHLIGHT, please DELETE THE WORDS THAT DO NOT APPLY TO YOUR PROPOSAL**

**ALL numbers in section (A) need to be completed, including the impact ones.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A.1. [Course or program](#Proposal) | **CREATE A RESIDENCY REQUIREMENT FOR RIC MINORS** | | | |  |
| [Replacing](#Ifapplicable) |  | | | |
| A.2. [Proposal type](#type) | **Program:** [**revision**](#revision)**|** | | | |
| A.3. [Originator](#Originator) | **Holly L. Shadoian** | [Home department](#home_dept) | Vice-Provost; Academic Affairs | | |
| A.4. [Context and Rationale](#Rationale) | **Graduation requirements for undergraduates include the minimum number of credits that must be earned “in residency” at RIC (45 credits) and that of those, a minimum of 15 credit hours must be taken in the student’s major.**  [**http://ric.smartcatalogiq.com/2018-2019/Catalog/General-Information-Undergraduate/Academic-Policies-and-Requirements-Undergraduate**](http://ric.smartcatalogiq.com/2018-2019/Catalog/General-Information-Undergraduate/Academic-Policies-and-Requirements-Undergraduate)  **There is no requirement for “residency” for our existing minors. Minors at RIC range from 18-24 credits. Applying the same proportion of “in residency” credits as is required for our majors, would equal two courses for a minor. In addition, for minors, we should use the same academic requirement as we do for majors, requiring a minimum cumulative grade point average of a 2.00 in their minor**.  **An interesting case came up in FAS this past year (reported by Earl Simson). A student transferred in from another college with the completed equivalent of our music minor and asked to have that minor awarded. Earl Simson found that there was no “residency” required for a minor, and said if the student were willing to complete two music courses at RIC, he would approve the minor for her. She was happy to comply.**  **If this proposal is approved, course selection (for the additional two courses), may be made by either deans or chairs of the department in which the RIC minor resides.**  **Copy has been developed for the catalog to describe minors to include residency and minimum GPA required. Copy could be added to the next update of the Manual on Academic Policies & Procedures (MAPP) and/or chairs’ training manuals..** | | | | |
| A.5. [Student impact](#student_impact) | **May benefit incoming transfers who have completed substantial work at their prior college/university.** | | | | |
| A.6. [Impact on other programs](#impact) | **This may increase numbers taking those courses needed to complete their minor.** | | | | |
| A.7. [Resource impact](#Resource) | [*Faculty PT & FT*](#faculty): | **None** | | | |
| [*Library*:](#library) | **None** | | | |
| [*Technology*](#technology) | **None** | | | |
| [*Facilities*](#facilities): | **None** | | | |
| A.8. [Semester effective](#Semester_effective) | **Spring semester 2019 (with option for transfers currently at RIC to request approval for their minor)** | A.9. [Rationale if sooner than next Fall](#Semester_effective) | | **We have a sizeable new transfer population each spring (300+) and it could give these students a head start on completing two more courses at RIC to finish the minor.** | |
| A.10. INSTRUCTIONS FOR CATALOG COPY: This single file copy must include ALL relevant pages from the college catalog, and show how the catalog will be revised. (1) Go to the “Forms and Information” page on the UCC website. Scroll down until you see the Word files for the current catalog. (2) Download ALL catalog sections relevant for this proposal, including course descriptions and/or other affected programs. (3) Place ALL relevant catalog copy into a single file. Put page breaks between sections and delete any catalog pages not relevant for this proposal. (4) Using the track changes function, revise the catalog pages to demonstrate what the information should look like in next year’s catalog. (5) Check the revised catalog pages against the proposal form, especially making sure that program totals are correct if adding/deleting course credits. If new copy, indicate where it should go in the catalog. If making related proposals a single catalog copy that includes all is acceptable. Send as a separate file along with this form. | | | | | |

## D. Signatures

* Changes that affect General Education in any way MUST be approved by ALL Deans and COGE Chair.
* Changes that directly impact more than one department/program MUST have the signatures of all relevant department chairs, program directors, and relevant dean (e.g. when creating/revising a program using courses from other departments/programs). Check UCC manual 4.2 for further guidelines on whether the signatures need to be approval or acknowledgement.
* Proposals that do not have appropriate approval signatures will not be considered.
* Type in name of person signing and their position/affiliation.
* Send electronic files of this proposal and accompanying catalog copy to [curriculum@ric.edu](mailto:curriculum@ric.edu) and a printed or electronic signature copy of this form to the current Chair of UCC. Check UCC website for due dates.

##### D.1. Approvals: required from programs/departments/deans who originate the proposal. may include multiple departments, e.g., for joint/interdisciplinary prposals.

| Name | Position/affiliation | [Signature](#_Signature" \o "Insert electronic signature, if available, in this column) | Date |
| --- | --- | --- | --- |
| Earl Simson | Dean of FAS |  |  |
| Gerri August | Interim Dean of FSEHD |  |  |
| Jeffrey Mello | Dean of SOB |  |  |
| Debra Servello | Interim Dean of SON |  |  |
| Jayashree Nimmagadda | Interim Dean of SWRK |  |  |

##### D.2. [Acknowledgements](#acknowledge): REQUIRED from OTHER PROGRAMS/DEPARTMENTS IMPACTED BY THE PROPOSAL. SIGNATURE DOES NOT INDICATE APPROVAL, ONLY AWARENESS THAT THE PROPOSAL IS BEING SUBMITTED. CONCERNS SHOULD BE BROUGHT TO THE UCC COMMITTEE MEETING FOR DISCUSSION

| Name | Position/affiliation | [Signature](#Signature_2) | Date |
| --- | --- | --- | --- |
| Tamecka Hardmon | Director of Records |  |  |