OFFICE OF ACADEMIC AFFAIRS

PROCEDURE FOR ESTABLISHING A NEW STEINHARDT MINOR

1. The faculty sponsoring the new minor initiates a discussion with the department curriculum committee and the department chair.

2. The chair notifies the Associate Deans of Academic Affairs and Planning & Communication about plans for a new minor.

3. The faculty sponsor consults with the Academic Program Review Administrator to develop the proposal for a new minor.

4. The department curriculum committee and chair approve the proposal for a new minor.

5. The chair sends the approved proposal to Academic Affairs, and the Academic Program Review Administrator submits the proposal to Steinhardt’s Undergraduate Affairs Committee (UAC) for their information, review and recommendations.

6. Prior to submission to the Undergraduate Curriculum Advisory Committee (UCAC), the Academic Program Review Administrator distributes the proposal to appropriate schools (e.g., College of Arts and Science, Tisch, etc.) for review and recommendations. Comments or recommendations are forwarded to the deans, the chair and the sponsoring faculty who determine what if any suggestions should be adopted.

7. The Academic Program Review Administrator submits the final proposal to the UCAC, with letters of support from other schools/departments/programs with complementary offerings.

8. The Dean of Steinhardt and one faculty representative attend the UCAC along with the chair of the sponsoring proposal who presents the proposal. (The UCAC meets once each fall and spring).

9. The UCAC recommendations are forwarded to the Academic Program Review Administrator and distributed to the deans, chair and sponsoring faculty.

10. If necessary and/or appropriate the Academic Program Review Administrator (with approval from the sponsoring faculty and the chair) makes final revisions to the minor and submits the proposal to The Office of the Provost, which grants final approval.

11. Once final approval is granted, the Academic Program Review Administrator notifies:

   • the department seeking approval
   • the Office of Student Services and Public Affairs, who informs the Registrar, and the Undergraduate Advisors and Directors of Advisement at other schools
   • the Office of Associate Dean for Planning and Communication

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The Office of Academic Affairs will maintain the official listing of minors, and will keep the departments and appropriate offices informed of updates and changes.

**UCAC Responsibilities**

1) Review all new undergraduate programs requiring State Education Department approval (e.g., new degrees and new majors), as well as new initiatives that may not require State approval (e.g., minors that involve courses from more than one school and new Study Abroad academic programs).

2) Undertake the necessary due-diligence, which includes determining if proposals duplicate, complement, or supplement existing programs on campus, as well as confirming that the schools procedures for consulting with and obtaining approval from faculty and other schools and/or departments have been followed.

3) Advise the Provost whether the criteria (see guidelines below) for proposals have been met.

**UCAC Guidelines for Proposals**

Proposals for new undergraduate initiatives need to be submitted **by Steinhardt’s Academic Program Review Administrator** to the Office of the Provost two weeks prior to a review meeting. Proposals must complete the Steinhardt review process before submission to the UCAC.

Proposals need to demonstrate that the following criteria are met:

- Program relevance to the school(s) involved
- Adequacy of the program in covering an academic discipline or topic area
- Either its uniqueness within the NYU academic community or the ways in which it will collaborate with and enhance already-existing programs that are similar or related
- Vetting within the host school, including consultation with relevant faculty committee(s), as well as across schools/programs with similarly aligned disciplines

**Proposals for Minors:** Please include the following information in your proposal.

- Name and description of minor (250 words or less)
- Comment on how this fits into the curriculum of the department or school
- Course requirements, sequencing, credits and descriptions
- List of faculty include affiliation and highest degree earned
- Advisement statement (as noted below)
- Letters of support from schools/departments/programs with similar and/or complementary offerings
• Confirmation of adequate resources to consistently offer minor so students can make progress toward completion (e.g., depth in faculty to accommodate sabbaticals, additional sections).

**All minors** must include an **Advisement Statement** for students. The statement will provide guidance to student decision-making regarding the appropriateness of the minor. Please include:

• Restrictions, requirements, and rationale (e.g., student competencies, such as an advanced understanding of subject matter; limitations such as only for non-majors or only for students in specified schools/programs; required course sequencing).

• Information about how students may count courses in their progress to degree completion (e.g., can students double count courses toward core, major, and/or minor requirements).

**Vetting New Minors Proposed by Other Schools**

Steinhardt carefully monitors proposed minors from other schools. According to the Undergraduate Curriculum Advisory Committee (UCAC guidelines), the host school, is responsible for consulting with relevant faculty committee(s), across schools/programs with similarly aligned disciplines in advance of the UCAC meeting.

If another school proposes a new minor and does not consult with Steinhardt, Steinhardt still has an opportunity to comment and make recommendations before the minor is reviewed at the UCAC meeting.

New proposals are uploaded to the UCAC blackboard site two weeks in advance of the UCAC meeting, which occurs once per academic semester. Once the proposals are uploaded, the Academic Program Review Administrator reviews all the proposals and vets them with appropriate department chairs and program directors.

All recommendations and comments are forwarded to the Dean of Steinhardt and the UCAC faculty representative as well as the department sponsoring the new minor. If necessary and appropriate, comments and recommendations are also shared with the UCAC Chair and the Office of the Provost. The UCAC recommends the minor to the Provost, who has final approval.