

Pathways Minor Checklist (Version 1.1)

If you can answer these questions with a resounding ‘yes’, then your Pathways Minor is ready for submission!

Minimum Guidelines

1. Minor has a minimum 18 hours? _____
2. Minor has a minimum 6 hours at 3000/4000 level? _____
3. Minor has a minimum 9 hours of Pathways credits guaranteed to students upon completing the minor? _____
4. Meeting a minimum 3 Pathways core outcomes guaranteed for students in minor? _____
5. Meeting both integrative outcomes guaranteed for students in minor? Ethical reasoning and intercultural and global awareness? _____
6. Minor contains a capstone course? _____
7. All students, regardless of major, have access to this minor? _____

Note: If applicable, include potential for double-counting courses in minor and major statement. The desired outcome of a minor is to provide the opportunity for non- majors to study and receive recognition for completing an area of study outside their major. Noting that at times some of the required courses listed on a minor will also satisfy required courses for the student’s in-major program. In these instances, there may be a concern related to double-counting of course credit (double- dipping of course credit) used to complete both the minor and major requirements. In this context, a student completing a related in-major program should be advised that duplication of courses may not exceed 50% of the minor course credit requirements. If a potential, the checksheet should include a note. For example — “No more that 50% of the graded course credits required for the Minor in _____ may be double- counted by a student also enrolled in the _____ major.”

8. All Pathways courses are clearly identified in the checksheet? _____
9. All requirements/prerequisites are clearly identified in the checksheet? _____

Note: Minor needs prerequisite statement, "Some courses listed on this checksheet have prerequisites, please consult the University Course Catalog, or check with your advisor." or words to this effect.

Proposal Components

1. Have you completed the coversheet? _____
2. Does that coversheet address dept name, Minor name, effective date, 'for students graduating in year 2XXX' date, etc.? _____
3. Have you attached a letter from host dept head or designee presenting that impact to resources was considered? _____
4. Have you attached all letters of support for all non-departmental courses listed on checksheet? _____
5. Do you have your signatures? _____
6. Have you completed the table of Pathways courses associated with the minor? _____
7. Have you written your narrative about the minor? _____
8. Have you completed the curriculum map? _____
9. Minor notes minimum GPA for minor? _____

Note: "Students must complete the minor with at least a 2.0 in the XX Semester hours required for the minor" or "A minimum minor GPA of 2.0 in all courses taken to fulfill the minor is required." ..as applicable.

10. Have you attached the checksheet (for approval by the Registrar)? _____

Note: If minor is being revised, include previously approved checksheet posted on Office of the University Registrar website

<http://registrar.vt.edu/graduation-multi-brief/checksheets/minors/index.html>

If establishing a new minor, include documentation in proposal to establish the new minor to includes the following, as applicable...

1. *Need for minor: educational value,
credit hours required for minor, market analysis,
other relevant information*

2. *Whom minor will serve:*
number of students anticipated to enroll in minor,
demographic of students, benefit to students,
benefit to Virginia Tech, career options in the field,
other relevant information
3. *Resource needs: funding, faculty, facilities,*
other department resources, library resources,
other relevant information
4. *Administration: college/department housing minor,*
term and year of first enrollment, term and year of first graduates,
any applicable transition plan, applicable grants,
other relevant information.