


## DOCUMENTS OF THE GENERAL FACULTY

**PROPOSED REVISION TO THE RECOGNITION OF UNDERGRADUATE ACADEMIC MINORS  
ON OFFICIAL UNIVERSITY TRANSCRIPTS AS APPROVED BY THE EDUCATIONAL POLICY  
COMMITTEE**

On behalf of the Educational Policy Committee, Professor Randy Bomer (committee chair, educational administration) submitted the following revisions to criteria for transcript-recognized minors for undergraduates. On October 6, 2015, the Educational Policy Committee (EPC) approved the proposal. The secretary has classified this proposal as legislation of general interest. Final approval resides with the president with formal notification to UT System

If no objection is filed with the Office of the General Faculty by the date specified below, the legislation will be held to have been approved by the Faculty Council. If an objection is filed within the prescribed period, the legislation will be presented to the Faculty Council at its next meeting. The objection, with reasons, must be signed by a member of the Faculty Council.

To be counted, a protest must be received in the Office of the General Faculty by November 13, 2015.



Hillary Hart, Secretary  
General Faculty and Faculty Council

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**Rationale**

Legislation on Recognition of Undergraduate Academic Minors on Official University Transcripts ([D 10359-10361](#)) was approved by the Faculty Council on May 6, 2013. Since that time, confusion has surfaced about the requirements for transcript-recognized minors in the foreign language programs. To clarify the special circumstances of many intensive foreign-language programs, it is proposed that the language in A2 of the approved legislation be changed to the language shown below as 2a and 2b:

**Motion**

The language in A2 should be changed to reflect the needs and requirements of foreign language programs that have a transcript-recognized minor.

**A. Minimum Criteria for a Transcript-Recognized Undergraduate Academic Minor**

1. The transcript-recognized undergraduate academic minor must be completed in conjunction with an undergraduate degree at the University of Texas at Austin; students pursuing an integrated undergraduate/graduate program must complete the requirements for the minor within one year after completing the undergraduate requirements of their program.
- ~~2. Transcript-recognized undergraduate academic minors must require a minimum of fifteen hours of course work but not more than eighteen hours. None of the specified coursework for the minor can include unnumbered topics courses. Minors will include a minimum of six hours of upper division coursework except in cases where students are pursuing a minor in a foreign language. In those instances, the minor must include at least nine semester hours of coursework beyond first year competence in a foreign language, including at least three hours of upper division coursework.]~~
- 2a. *Minors in all areas except foreign languages.* Transcript-recognized undergraduate minors require a minimum of fifteen hours of coursework in the minor area, but may not require more than eighteen hours. None of the specified coursework from the minor can include unnumbered topics courses. Minors must include a minimum of six hours of upper division coursework.
- 2b. *Minors in foreign languages.* Transcript-recognized undergraduate minors in foreign languages require a minimum of fifteen hours of coursework in the minor area, but may not require more than twenty-one hours. None of the specified coursework from the minor can include unnumbered topics courses. Minors must include a minimum of nine hours beyond first year competence in the language, including at least three hours of upper division coursework.
3. At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.
4. A student may not earn a minor in the same field of study as his or her major, and at least nine of the hours required for the minor must include coursework not used to satisfy the requirements of the student's major. However, courses in the minor may fulfill other degree requirements such as general education requirements or required elective hours.
5. Students apply for transcript recognized undergraduate academic minors at the time they complete their undergraduate degree. Transcript recognition is awarded at that time.

**B. Approval Process For Transcript-Recognized Undergraduate Academic Minors**

The requirements of transcript-recognized undergraduate academic minors shall be listed in the undergraduate catalog, with proposals reviewed and approved by the Committee on Undergraduate Degree Program Review (CUDPR) and subsequently sent to the Faculty Council as minor legislation for approval. Proposals for these minors are required to obtain prior approval from the sponsoring college(s) or school(s).

Program proposals submitted by the offering unit (e.g., the department or academic program) must include a statement of objective and need (expected demand), anticipated enrollment capacity, academic course and other requirements, the field of study (and CIP code), and the composition of the minor faculty committee, including the committee chair. Proposals for a transcriptable minor should describe the admissions process (if any) for acceptance into the minor. In cases where minors are offered in the same field of study as a major, the faculty of the unit offering the major will de facto constitute the faculty committee for the minor, and the department chair (or designate) will be designated as the committee chair for the minor. The committee must have a minimum of five members, and at least two-thirds of the committee must be tenured or tenure-track faculty.

Once approved, programs are required to submit a report to CUDPR every four years. The report must list the current chair and all committee members and include the number of students completing the minor in each of the prior four years. If the committee plans any changes in the requirements of the minor, these changes should be explained; changes require the same approvals as an original application, that is, approval by the college(s) or school(s), CUDPR, and the Faculty Council.

**C. The Certification Process for Students Completing the Requirements for a Minor**

Certification of completion of the requirements is done by the program's faculty committee chair (or the department's undergraduate advisor). An application for the certification of completion is initiated by the student and submitted to the chair of the faculty oversight committee at the time they complete their undergraduate degree or the certificate program, whichever comes later. Transcript recognition is awarded at that time.

Application for certification must be made directly to the academic unit offering the minor and is not a substitute for the application for graduation required by a student's degree-granting school or college. After approval of the student's application, the Office of the Registrar will be notified so that the minor can be shown on the official transcript.