



OFFICE OF THE FACULTY COUNCIL

THE UNIVERSITY OF TEXAS AT AUSTIN

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May 2, 2017

Provost Maurie McInnis  
The University of Texas at Austin MAI 4005  
Campus Mail Code: G3400 Dear Provost McInnis:

Enclosed for your consideration and recommendation to President Fennes is a proposal to revise the descriptions of Transcript-Recognized Minors and Certificates in the *Undergraduate Catalog* (D 15073-15075) that would allow undergraduate to declare a minor and or declare and take courses toward any transcript-recognized certificate program before having declared a major At its meeting yesterday, the Faculty Council unanimously approved the proposal by voice vote. Final approval of this legislation resides with President Fennes.

Please let me know if you have questions or if I can provide other information concerning this legislation.

Sincerely,

A handwritten signature in black ink that reads "Alan W. Friedman".

Alan W. Friedman, Secretary  
General Faculty and Faculty Council  
The University of Texas at Austin  
Arthur J. Thaman and Wilhelmina Doré Thaman Professor of English and  
Comparative Literature

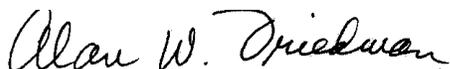
AWF:dlr Enclosure

cc: Carlos Martinez, Chief of Staff, Office of the President  
Susan Lamborghini, Assistant to the Chief of Staff, Office of the President  
Michelle George, Administrative Manager for Faculty Affairs, Provost's Office  
Gloria Mendoza, Administrative Manager, Office of the President  
Seema Agarwal, Educational Policy Committee Chair

## DOCUMENTS OF THE GENERAL FACULTY

**PROPOSED REVISIONS TO DESCRIPTIONS OF TRANSCRIPT-RECOGNIZED MINORS AND CERTIFICATES IN THE *UNDERGRADUATE CATALOG* AS APPROVED BY THE EDUCATIONAL POLICY COMMITTEE**

On behalf of the Educational Policy Committee, Professor Seema Agarwala (Committee Chair and Associate Professor, Molecular Biosciences) submitted the following revisions to the descriptions of transcript-recognized minors and certificates in the *Undergraduate Catalog*. The Faculty Council will act on the legislation at its May 1st meeting. The secretary has classified it as legislation of general interest. Final approval resides with the President.



Alan W. Friedman, Secretary  
General Faculty and Faculty Council  
The University of Texas at Austin  
Arthur J. Thaman and Wilhelmina Doré Thaman Professor of English and Comparative Literature

**PROPOSED REVISIONS TO DESCRIPTIONS OF TRANSCRIPT-RECOGNIZED MINORS AND CERTIFICATES IN THE *UNDERGRADUATE CATALOG* AS APPROVED BY THE EDUCATIONAL POLICY COMMITTEE**

Justification

The current catalog language is subject to various interpretations, particularly with respect to whether students who have not yet declared an academic major may select and begin pursuing a minor or certificate. The proposed revisions are intended to clarify that all undergraduate students, including undeclared students, may declare and pursue minors and certificates. This allows an undeclared student to explore a field of interest that may result a major. In addition, for majors with limited capacity but high demand such that course registration is restricted to students seeking majors, minors, and certificates, it may suffice to meet the student's interest and allow pursuit of another major. The offering department or program will still control demand for limited capacity courses, as that unit will also oversee admission to the major and related minors and certificates.

Proposed catalog language

**Minor**

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.

*Minors in all areas except foreign languages.* Transcript-recognized undergraduate minors require a minimum of 15 hours of coursework in the minor area, but may not require more than 18 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.

*Minors in foreign languages.* Transcript-recognized undergraduate minors in foreign languages require a minimum of 15 hours of coursework in the minor area, but may not require more than 21 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.

At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.

In general, all undergraduate students, including undeclared students, may declare and take courses toward any minor. In some cases, departments or colleges may restrict the list of minors that may be pursued by their students. However, no student may be awarded 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. Courses in the minor may fulfill other degree requirements such as general education requirements, degree-specific breadth requirements or required elective hours.

Transcript recognition is awarded at the time of undergraduate degree completion.

**Transcript-Recognized Certificate Programs**

Transcript-recognized certificate programs offer interdisciplinary curricula that support and extend a student's major. Undergraduates who complete certificate requirements in conjunction with their degree requirements or within one year after earning the degree receive recognition on the University transcript; students in integrated undergraduate/graduate programs must complete certificate requirements within one year after they complete their undergraduate degree requirements. A maximum of nine hours of certificate coursework may be taken after the student has earned the undergraduate degree. At least half of the required certificate coursework must be completed in residence at the University.

In general, all undergraduate students, including undeclared students, may declare and take courses toward any transcript-recognized certificate program. In some cases, departments or colleges may restrict the list of certificates that may be pursued by their students. However, no student may be awarded a certificate in the same field as his or her major, and at least one certificate course must be outside the requirements of the student's major. Certificate courses outside the major may be counted toward other degree requirements such as general education requirements, degree-specific breadth requirements or required elective hours.

Students should apply for the certificate when they apply for graduation or when they complete the certificate program, whichever is later. Transcript recognition is awarded at the end of that semester or summer session.