

**REQUEST TO ADD OR CHANGE A TRANSCRIPT-RECOGNIZED UNDERGRADUATE
ACADEMIC MINOR AND/OR REQUEST FOR RECOGNITION ON THE UNIVERSITY
TRANSCRIPTS¹**

- 1. TYPE OF PROPOSAL:** New Transcript-Recognized Minor
 Change an Existing Transcript-Recognized Minor
 Delete a Transcript-Recognized Minor
- 2. THIS PROPOSAL INVOLVES: (Please check all that apply)**
- | | | |
|--|--|---|
| <input type="checkbox"/> Courses in other colleges | <input checked="" type="checkbox"/> Courses in proposer's college that are frequently taken by students in other colleges | <input type="checkbox"/> Flags |
| <input type="checkbox"/> Course in the core curriculum | <input type="checkbox"/> Change in course sequencing for an existing program | <input type="checkbox"/> Courses that have to be added to the inventory |
| <input type="checkbox"/> Change in admission requirements (external or internal) | <input type="checkbox"/> Requirements not explicit in the catalog language (e.g., lists of acceptable courses maintained by department office) | |
- 3. SCOPE OF PROPOSED CHANGE:**
- a. Does this proposal impact other colleges/schools? Yes No
If yes, then how?
- b. Do you anticipate a net change in the number of students in your college? Yes No
If yes, how many more (or fewer) students do you expect?
- c. Do you anticipate a net increase (or decrease) in the number of students from outside of your college taking classes in your college? Yes No
If yes, please indicate the number of students and/or class seats involved.
- d. Do you anticipate a net increase (or decrease) in the number of students from your college taking courses in other colleges? Yes No
If yes, please indicate the number of students and/or class seats involved.

If 3 a, b, c, or d was answered with yes, please answer the following questions. If the proposal has potential budgetary impacts for another college/school, such as requiring new sections or a non-negligible increase in the number of seats offered, at least one contact must be at the college-level.

How many students do you expect to be impacted?
Impacted schools must be contacted and their response(s) included:
Person communicated with:
Date of communication:
Response:

Changes being proposed and rationale:

- Add FIN 357 as course that can satisfy FIN 320F; available for non-business students in the summer.
Rationale: In the past, FIN 320F combined content of both FIN 357 and FIN 367; therefore FIN 357 by itself was not a complete substitute for FIN 320F. However content of both classes has changed to be more similar to each other, therefore a substitution is now appropriate to allow FIN 357 to satisfy FIN 320F.
- Specify the substitutions, that only ONE of IB or BA 320F, can substitute for either LEB, MAN, or MKT.

Rationale: These specific substitution conditions were determined by the committee last year, unfortunately just too late to be included in the 16-18 Catalog.

3. Specify that credit by exam is exempted from the letter grade requirement.
Rationale: Credit by exam is not available as letter-grade, but is accepted to satisfy minor requirements. This is not a change to practice, but explicitly stating for students.
4. Non-academic changes being made to make information more clear, correct, and consistent with other catalog wording. **MIS 302F moved immediately below ACC to keep lower-division courses together.**

4. **OFFICIAL NAME:** The Business Minor
5. **PROPOSED IMPLEMENTATION DATE:**² fall 2018
6. **FIELD OF STUDY, CIP CODE**³ (administrative unit awarding the certificate):³ B A, 52.0101 Business/Commerce, General
7. **STATEMENT OF OBJECTIVE:** Unchanged. The Business Minor is designed to provide a foundation in business concepts and practice for students in non-business majors.
8. **ADMISSIONS REQUIREMENT (IF ANY):** Unchanged. Overall UT GPA of 2.0; available to all non-business majors.
9. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE TRANSCRIPT-RECOGNIZED MINOR EACH SEMESTER:** Unchanged. 1,000 per year
10. **ANTICIPATED ENROLLMENT CAPACITY?** Unchanged. ~12,000 seats in business foundations classes offered per year; ~6,000 individual students enrolled in business foundations classes per year.
11. **NUMBER OF HOURS REQUIRED FOR COMPLETION:**⁴ Unchanged. Eighteen (18) semester hours.
12. **COMPOSITION OF THE MINOR FACULTY COMMITTEE (INCLUDING THE COMMITTEE CHAIR):**⁵

Name of Faculty Member	College/Department	Title at UT Austin	Highest Degree and Awarding Institution
David Platt (chair)	Business School / Accounting	Associate Dean, Senior Lecturer	Ph.D., Cornell University
Regina Hughes	Business / Finance	Distinguished Senior Lecturer; Director, Business Foundations	M.S., University of North Texas
Beverly Hadaway*	Business School / Finance	Associate Professor, Director, FTTC	Ph.D., University of Alabama
John Hatfield*	Business School / Finance	Associate Professor	Ph.D., Stanford University
Robert Prentice*	Business / Business, Government & Society	Professor; Director, Business Honors Program; Department Chair, BGS	J.D., Washburn University
Steve Kachelmeier*	Business / Accounting	Professor	Ph.D., University of Florida
Kumar Muthuraman*	Business / Information, Risk &	Professor	Ph.D., Stanford University

	Operations Management		
Francisco Polidoro*	Business / Management	Associate Professor	Ph.D., University of Michigan
Frenkel Terhofstede*	Business / Marketing	Associate Professor	Ph.D., University of Wageningen, the Netherlands
<u>Replacement pending</u>	<u>Business / Marketing</u>		

13. **Academic Course Requirements:**⁶ Use this table to identify the courses that qualify for this certificate program.

Course Abbreviation and Number	Course Title	SCH ⁷
ACC 310F	<i>Foundations of Accounting</i>	3
#FIN 320F	<i>Foundations of Finance</i> (#prerequisite: upper-division standing, and one of the following: ACC 310F; 311 or 311H, and 312 or 312H; or 6 semester hours of accounting coursework.)	3
MIS 302F	<i>Foundations of Information Technology Management</i>	3
#LEB 320F	<i>Foundations of Business Law and Ethics</i> (#prerequisite: upper-division standing)	3
#MAN 320F	<i>Foundations of Management and Organizational Behavior</i> (#prerequisite: upper-division standing)	3
#MKT 320F	<i>Foundations of Marketing</i> (#prerequisite: upper-division standing)	3
The following two courses <u>are individually allowed to substitute for one of the upper-division foundations courses (see catalog language) may be considered for substitution, as approved by the Business Minor committee and director:</u>		
#B A 320F	<i>Foundations of Entrepreneurship</i> (#prerequisite: upper-division standing)	3
#I B 320F	<i>Foundations of International Business</i> (#prerequisite: upper-division standing)	3

The following courses are available to non-McCombs students in the summer only, and may substitute for the Foundations courses above as indicated in the Catalog language below:

#ACC 311	<i>Fundamentals of Financial Accounting</i> (#prerequisite: twenty-four semester hours of college credit)	3
#ACC 312	<i>Fundamentals of Managerial Accounting</i> (#prerequisite: ACC 311 or 311H)	3
<u>#FIN 357</u>	<u><i>Business Finance</i></u> <u>(#prerequisite: STA 309 or 309H, and credit or registration for the following: ACC 312 or 312H, and B A 324 or 324H. BA 324 is waived for non-business students in the summer)</u>	<u>3</u>
LEB 323	<i>Business Law and Ethics</i>	3
#MAN 336	<i>Organizational Behavior</i> (#prerequisite: credit or registration for BA 324 or 324H; and credit or registration for three semester hours of coursework in anthropology, psychology, or sociology. BA 324 is waived for non-business students in the summer)	3
#MKT 337	<i>Principles of Marketing</i> (#prerequisite: credit or registration for BA 324 or 324H; and credit or registration for STA 309 or 309H. BA 324 is waived for non-business students in the summer)	3

14. OTHER MINOR REQUIREMENTS: Unchanged. The student must satisfy the courses used to fulfill minor requirements on the letter-grade basis. He or she must maintain a grade point average of at least 2.00 in these courses.

15. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval date: February 6, 2017 Approved by whom: Undergraduate Program Committee
 College approval date: **pending April 2017** Approved by whom: all McCombs faculty
 Dean approval date: **pending April 2017** Approved by whom: Dean Hartzell

Catalogs > Undergraduate > Red McCombs School of Business > Minor and Certificate Programs

The Business Minor

The Business Minor is designed to provide a foundation in business concepts and practice for students in non-business majors. Any non-business student with a University grade point average of at least 2.00 may take any of the business foundations course listed below, whether pursuing the Business Minor or not. Students who intend to complete the Business Minor ~~should~~ **must** apply online for admission ~~by March 1 for fall or summer, and by October 1 for spring.~~ **Students must be admitted to the minor and successfully complete all requirements for it to appear on their transcripts.**

To fulfill the Business Minor, students must complete 18 semester hours of coursework as described below. At least half of the coursework must be completed in residence at the University. All coursework must be taken on the letter-grade basis, and completed in conjunction with the student's major requirements. It is recommended, but not required, that students also complete a course in Economics. While not assumed in the business

foundations courses, knowledge of economics can be helpful for understanding business concepts.

Students cannot register Registration for the upper-division courses below until they have successfully completed ~~will require successful completion of~~ 60 semester hours of coursework.

	Requirements	Hours
ACC 310F	Foundations of Accounting	3
	or	
ACC 311 & ACC 312	Fundamentals of Financial Accounting and Fundamentals of Managerial Accounting ¹	6
<u>MIS 302F</u>	<u>Foundations of Information Technology Management (or equivalent) ²</u>	<u>3</u>
FIN 320F	Foundations of Finance	3
	or	
<u>FIN 357</u>	<u>Business Finance ¹</u>	<u>3</u>
MIS 302F	Foundations of Information Technology Management (or equivalent) ²	3
MAN 320F	Foundations of Management and Organizational Behavior	3
	or	
MAN 336	Organizational Behavior ¹	3
LEB 320F	Foundations of Business Law and Ethics	3
	or	
LEB 323	Business Law and Ethics ¹	3
MKT 320F	Foundations of Marketing	3
	or	
MKT 337	Principles of Marketing ¹	3

1. Available to non-business students only in the summer; restricted to business majors during fall and spring.

2. For a full list of pre-approved equivalents, please see the [McCombs Business Foundations](#) website.

~~Other Business Foundations courses, such as Either International Business I B 320F Foundations of International Business and or Business Administration B A 320F Foundations of Entrepreneurship (one course only, not both), may be considered for substitution substitute for one of LEB 320F, MAN 320F, or MKT 320F.~~

No more than nine of the required 18 hours may be taken on an approved study abroad program. A list of approved programs is available in the University Study Abroad Office.

The student must satisfy the courses used to fulfill minor requirements on the letter-grade basis, except for credit by exam. He or she must earn a combined grade point average of at least 2.00 in these courses.

Please include a draft of the catalog copy immediately following the above form. If this is an update of an existing copy, the draft should be based on the text of the current catalog available at: <http://catalog.utexas.edu/undergraduate/>.

Strike through and replace (with underlines) only the specific language to be changed. Do NOT use track changes. Submit form electronically to the Office of the General Faculty and Faculty Council at fc@austin.utexas.edu. For questions on completing this section, please contact Victoria Cervantes, fc@austin.utexas.edu, 471-5934 or Brenda Schumann, brenda.schumann@austin.utexas.edu, 475-7654

¹ Proposed Policy on the Recognition of Undergraduate Academic Minors on Official University Transcripts as Approved by the Educational Policy Committee ([D 10359-10361](#)):

- A. Minimum Criteria for a Transcript-Recognized Undergraduate Academic 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.
 - 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.
 - At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.
 - 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.
 - 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.

² Transcript-recognized minors will not appear on the University transcripts until next catalog.

³ Use the federal CIP code selector site to pick a code, <http://nces.ed.gov/ipeds/cipcode>. After all other areas of this form are completed, forward a copy to the Office of Institutional Reporting, Research, and Information Systems (IRRIS) IRRIS_data_request@utlists.utexas.edu with a request to verify the CIP code ("CIP CODE" in the subject line). Include your contact information, so an IRRIS member may contact you with any questions.

⁴ See footnote ¹A.b. above: 15-20hours are required.

⁵ See footnote ¹B. above

⁶ Note with an asterisk (*) courses that would be added if the transcript-recognized minor is approved. Specify changes to the qualifying courses by noting those no longer qualifying and those now qualifying. (*Add and delete rows as needed.*) If the course numbers and titles change on a regular basis, please indicate the types of courses and number of hours for required for each.

Note with a hashtag (#) courses that require a prerequisite and provide the prerequisite course numbers.

⁷ Semester Credit Hours.