

**REQUEST TO ADD 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. **OFFICIAL NAME:** Kinesiology and Health Education

3. **FIELD OF STUDY, CIP CODE** (administrative unit awarding the certificate):²

4. **STATEMENT OF OBJECTIVE:** To create a transcript-recognized minor that will allow UT undergraduates who meet the requirements to have a Kinesiology and Health Education minor appear on their transcript.

5. **ADMISSIONS REQUIREMENT (IF ANY):** UT Austin students with a cumulative UT GPA of 2.5. Minor Faculty Committee will select candidates based on GPA and enrollment levels.

6. **NUMBER OF STUDENTS EXPECTED TO RECEIVE THE TRANSCRIPT-RECOGNIZED MINOR EACH SEMESTER:** Starting small with about 10/semester.

7. **ANTICIPATED ENROLLMENT CAPACITY?** 50/semester

8. **NUMBER OF HOURS REQUIRED FOR COMPLETION:**³ 15

9. **COMPOSITION OF THE MINOR FACULTY COMMITTEE (INCLUDING THE COMMITTEE CHAIR):**⁴

Name of Faculty Member	College/ Department	Title at UT Austin	Highest Degree and Awarding Institution
Emily Sparvero	COE/KHE	Clinical Asst. Prof.	PhD, UT Austin
Philip R. Stanforth	COE/KHE	Senior Lecturer	M.S., University of Arizona
Kimberly Beckwith	COE/KHE	Lecturer	PhD, UT Austin
Brian Farr (Chair)	COE/KHE	Senior Lecturer	M.A., Ohio State
Corey Hannah	COE/KHE	Clinical Asst. Prof.	PhD, University of Hartford
Keryn Pasch	COE/KHE	Associate Prof	PhD, University of Minnesota
Michael Sanders	COE/KHE	Senior Lecturer	PhD, University of Tennessee

10. **Academic Course Requirements:**⁵ Use this table to identify the courses that qualify for this certificate program.

Course Abbreviation and Number	Course Title	SCH ⁶
Any KIN or HED	Any lower division KIN or HED class	9
Any KIN or HED	Any upper division KIN or HED class	6

11. **OTHER MINOR REQUIREMENTS:** At least 6 hours of upper division coursework and at least 9 hours in residence.

12. COLLEGE/SCHOOL APPROVAL PROCESS:

Department approval date: February 14, 2017 Approved by whom: KHE Undergrad Advisory Committee
College approval date: March 20, 2017 Approved by whom: CoE Curriculum Committee
Dean approval date: September 27, 2017 Approved by whom: Dean Manuel Justiz

PROPOSED NEW CATALOG TEXT:

Department of Kinesiology and Health Education

The Kinesiology and Health Education minor area of study requires a cumulative 2.5 UT GPA for admission and the completion of 15 undergraduate semester credit hours in Kinesiology (KIN) or Health Education (HED), six of which must be upper-division hours. Information about available courses and the certification process documenting completion of the minor is available from the Student Dean's Office, George I. Sánchez Building 216 and Bellmont Hall 1005.

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
- a. 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.
 - b. 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.
 - c. At least half of the required course work in the minor must be completed in residence at The University of Texas at Austin.
 - d. 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.
 - e. 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 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.

³ See footnote ¹A.b. above: 15-20hours are required.

⁴ See footnote ¹B. above

⁵ 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.

⁶ Semester Credit Hours.