

University of New Hampshire
Review and Approval of Undergraduate Academic Programs:
Minors, Options, Cognates and Concentrations

Option: “Within majors of four-year programs, students often have choice among two or more ‘options.’ An option is generally a set of 15-24 required credit hours of related courses within a particular major. The term ‘option’ is reserved for baccalaureate degrees.”

Minor: “A minor is a coherent set of courses in a discipline or interdisciplinary grouping other than the major of choice. It generally consists of 20 or more credit hours.”

Concentration: “Associate degree may have concentrations, which are curricula generally consisting of 24-30 credit hours of related/sequential course work. Students may choose two or more if such course groupings for a specialized focus. The term ‘concentration’ is reserved for associate degree programs.”

Cognate: “A cognate is a coherent set of courses in a discipline or interdisciplinary grouping aimed at enhancing career-oriented skills in high demand in the employment market. A cognate will typically consist of 12 or more credits with C- or better and a 2.00 grade-point average in courses in the cognate.”

Steps Required for Approval of Options, Minors, Cognates and Concentrations

Discussion between department faculty and college dean(s) about the proposed option, minor, cognate or concentration.

Develop a proposal at department level. (Follow the UNH Guidelines for Review and Approval of Options, Minors, Cognates, and Concentrations provided below.)

Action taken by department faculty to formally propose the option, minor, cognate, or concentration.

Review and approval by appropriate college curriculum committee; a vote of the faculty in the college(s) in which option, minor, cognate, or concentration would reside may be required. (This level of review and approval should be undertaken following college policy.)

Review and approval by appropriate college dean(s). The dean sends a transmittal letter and a copy of the approved proposal to the Senior Vice Provost for Academic Affairs. The letter should include the dean's approval and indicate all other approvals that were obtained within the college.

Review by Provost Office and University Curriculum and Academic Policies Committee, if necessary. Provost may seek further information from the proposing department and/or college dean(s).

Guidelines for Review and Approval of Undergraduate Options, Minors, Cognates, and Concentrations

Prior to preparing an academic program proposal, a representative of the proposing unit should contact the Office of Academic Affairs.

- I. Cover Sheet and General Information
 - Date
 - Title of option, minor, cognate or concentration
 - Proposed date of program implementation
 - Name and title of primary contact person
- II. Description of the proposed option, minor, cognate or concentration, including
 - Objectives of option, minor, cognate or concentration.
 - Description of curriculum and requirements for the option, minor, cognate, or concentration.

- Courses (courses currently in the Undergraduate Catalog and those that must be approved), including approved WI (Writing Intensive) courses in the major that enables students to satisfy that portion of University writing requirement.
 - Procedures for the assessment of student learning outcomes and progress toward the degree.
 - Describe any arrangements for transfer or articulation agreements with other institutions.
- III. Discuss the appropriateness of the option, minor, cognate or concentration in terms of the mission and goals of the academic unit(s), school/college(s), and university.
- IV. Discuss potential impact of the implementation of the option, minor, or concentration on the proposing and other departments within your college and on any units outside of your college. Include information on discussions with parties that might be affected by implementation of this program (include letters of understanding, agreement, etc.). If the program includes any Study Abroad requirement, be sure to include a letter of approval from the Director of the Center for International Education.
- V. Provide information on student and employer demand, the place of the program in the academic marketplace, possible articulation agreements, and certification, licensing, or accreditation issues.
- Evidence of student demand for the program. Who is the target population for this program? (How was information obtained?)
 - Evidence of employer demand. (How was information obtained?)
- VI. How many students are expected to participate in the option, minor, cognate or concentration during the first five years?
- Year 1
 - Year 2
 - Year 3
 - Year 4
 - Year 5
- VII. Provide a best estimate of the resources that are essential for the development and successful implementation of the proposed option, minor, cognate or concentration. For each category, identify the extent to which new resources and reallocated resources will be required to cover expenses. Provide the timetable for the acquisition of new resources and for the reallocation of internal resources. Identify the sources of all new (e.g., new tuition dollars) and reallocated (e.g., reallocation of faculty position lines) funds.
- Current personnel
 - New personnel
 - Facilities and equipment
 - Additional Library resources -- Proposal developer must meet with the Library's Director of Acquisitions to discuss this issue and develop an analysis. A letter from the Library

must be attached to the proposal, and the Dean's transmittal letter must indicate support for an acquisitions plan, if one is necessary.

- Travel
- Supplies
- Other

- VIII. If the proposed option, minor, cognate or concentration is expected to generate new credit hours in the proposing unit—i.e., generate additional tuition revenue—the proposing unit(s) should work with the BSC Director of the College to develop a five-year budget model that shows projected revenues and expenses. This budget model should show projected student credit hours generated by the program and other expected sources of revenue, and the extent to which projected revenues will cover expenses.
- IX. Describe the procedures and criteria that will be used to evaluate the option, minor, cognate or concentration. Include in this section information that will be collected and used to determine whether the option, minor, cognate or concentration is succeeding in meeting its goals. Also include the factors that will be considered in determining whether the option, minor, cognate or concentration should be continued or discontinued. A thorough review of the program in the third year of operation will be undertaken within the college(s) in which the program resides. The results of this program will be provided to the appropriate dean(s) and to the Provost's office.

Fall, 2014
Office of Academic Affairs