





# UNIVERSITY OF MARYLAND

OFFICE OF THE SENIOR VICE PRESIDENT  
FOR ACADEMIC AFFAIRS AND PROVOST

1119 Main Administration Building  
College Park, Maryland 20742-5031  
301.405.5252 TEL 301.405.8195 FAX

February 17, 2004

## MEMORANDUM

**TO:** Donna Hamilton  
Interim Dean, Undergraduate Studies

**FROM:** Victor Korenman *Vik*  
Associate Provost for Academic Planning and Programs

**SUBJECT:** Proposal to Create Academic Minors in Place of Academic Citations (PCC Log. No. 03014)

On February 13, 2004, President Mote approved your proposal to create academic minors in place of academic citations. The proposal also was approved by the University Senate on February 9, 2004. This change is effective immediately. A copy of the approved proposal is enclosed.

I look forward to working with you and with the Registrar in order to facilitate the conversion of existing citations and the creation of additional minors.

VK:sfm

Enclosures

Cc: S. James Gates, Chair, Senate PCC  
William W. Destler, Vice President for Academic Affairs and Provost  
Mary Giles, University Senate  
Barbara Hope, Data Administration  
Phyllis Peres, Undergraduate Studies  
David Robb, Registrar  
Anne Turkos, Archives  
Linda Yokoi, Records & Registrations



# UNIVERSITY OF MARYLAND

UNIVERSITY SENATE

1100 Marie Mount Hall  
College Park, Maryland 20742-7541  
301.405.5805 TEL 301.405.5749 FAX  
<http://www.inform.umd.edu/CampusInfo/Senate>

## MEMORANDUM

February 10, 2004

To: C.D. Mote, Jr., President  
From: Joel Cohen, Chair of the University Senate <sup>JC</sup>  
Subject: Proposal to Create Academic Minors in Place of Academic Citations, Senate Document Number 03-04-21

I am pleased to forward for your consideration the attached report entitled, "Proposal to Create Academic Minors in Place of Academic Citations." The proposal was presented by the Programs, Curricula, and Courses Committee Chair, Sylvester Gates. The University Senate approved the proposal at its February 9, 2004 meeting.

We appreciate your consideration of the proposal and request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Senate Document 03-04-21

JC/MG/am

cc: William Destler, Senior Vice President for Academic Affairs & Provost  
Sylvester Gates, Jr., Chair, Programs, Curricula and Courses Committee  
Donna Hamilton, Associate Provost and Dean of Undergraduate Studies  
Victor Korenman, Associate Provost, Academic Planning and Programs  
Phyllis Peres, Associate Dean, Undergraduate Studies

Approved: \_\_\_\_\_

C.D. Mote, Jr.  
President

Date: \_\_\_\_\_

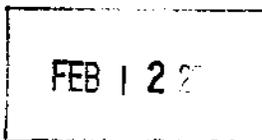
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## MEMORANDUM

February 10, 2004

To: C.D. Mote, Jr.  
President

From: Joel Cohen *JC*  
Chair of the University Senate

Subject: Action Taken at the University Senate Meeting – February 9, 2004

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The University Senate took the following actions at its meeting on February 9, 2004:

1. Approved Proposal to Create Academic Minors in Place of Academic Citations, Senate Document Number 03-04-21

Separate transmittal letters for these items follows this formal notification.

JC/MG/am

Enclosures

cc: William Destler, Senior Vice President for Academic Affairs & Provost  
Sylvester Gates, Chair, Programs, Curricula and Courses Committee  
Donna Hamilton, Associate Provost and Dean for Undergraduate Studies  
Victor Korenman, Associate Provost, Academic Planning and Programs  
Andrea Levy, Associate Vice President for Academic Affairs  
William McLean, Associate Vice President for Budget and Personnel  
Ann Wylie, President's Chief of Staff





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December 8, 2003

## Memorandum

**TO:** Joel Cohen  
Chair, University Senate

**FROM:** Victor Korenman *VK*  
Associate Provost, Academic Planning & Programs

**SUBJECT:** Proposal to Create Academic Minors in Place of Academic Citations (Senate Document Number 03-04-21)

On Jim Gates' behalf, I am reporting on an action taken at the meeting of the Senate Committee on Programs, Curricula, and Courses held on December 5, 2003.

At your request, the Committee considered the proposal submitted by the Office of the Dean for Undergraduate Studies to create Academic Minors in place of Academic Citations. The Committee unanimously recommended that the Senate approve the proposal, with several minor changes. The proposal earlier received the endorsement of the Academic Planning Advisory Committee (APAC).

The proposal, as amended, is attached. The full proposal is also online at [http://www.provost.umd.edu/ProgDocs/03014\\_UGST\\_EstAcadMinorsToReplaceCitations.pdf](http://www.provost.umd.edu/ProgDocs/03014_UGST_EstAcadMinorsToReplaceCitations.pdf). The specific rules that will govern minors and the transition to them are found on pages two and three of the proposal. Chair Gates and I will be pleased to respond to any additional questions that you or the Executive Committee might have concerning this proposal.

VK:vk

Enclosures

cc: S. James Gates, Chair, Senate Committee on Programs, Curricula, and Courses  
Donna B. Hamilton, Associate Provost and Dean for Undergraduate Studies

## **Proposal for Adoption of Undergraduate Minors**

On the recommendations of the Student Government Association (SGA), the Office of Undergraduate Studies has studied the feasibility of offering *Academic Minors* to undergraduate students. It was further suggested that a substantial number of Minors could be created quickly through the conversion of existing *Academic Citation* programs. Since Citation programs were approved by the College Park Senate in May, 1998, and by the President soon thereafter, approximately 60 such programs have been approved and are being offered. Citations are offered by Colleges or groups of Colleges, and require between 12 and 18 semester hours of concentrated study. As proposed, Minors would require a minimum of 15 and a maximum of 24.

A specific proposal setting out the requirements and rules for a Minor and a process for conversion of most Citations was developed in Undergraduate Studies, vetted in the colleges, and has been recommended for approval by both the Undergraduate Programs Advisory Committee (UPAC), which includes representatives from the Deans' offices of the academic colleges, and the Undergraduate Studies PCC Committee. The proposal includes background information and the proposed rules. It is followed herein by the rules currently in place for an Academic Citation and a list of existing Citations arranged by college.

## **Proposal for Adoption of Undergraduate Minors**

*October 20, 2003*

*Revised January 13, 2004*

### Background:

The University of Maryland uses the nomenclature of citation and notation to refer to distinct groupings of courses for which students receive credit, but which constitute fewer courses than and have different definitions or expectations than either majors or certificates. It may be useful for the University to adopt the nomenclature of "minors" in order to bring itself in line with the usual practice of other universities. The term citation is not commonly understood by either incoming or current students as synonymous with a minor. To further confuse the matter, the University awards differing types of citations. Those citations that are equivalent to minors are sometimes referred to as academic citations. Students who are selected for and complete one of several living-learning or other special co-curricular programs are awarded program citations. The University's lexicon has been further expanded to include notations, which may be awarded to students for successful participation in various programs and activities. In order to benefit from the recognition conveyed by the term minor, students have expressed an interest in re-naming academic citations. The SGA unanimously adopted a resolution requesting that the University consider renaming academic citations minors. As the term minor is generally understood to mean a secondary specialization, the existence of minors might reduce the number of students seeking similar recognition through the pursuit of a double major, a pursuit that takes up seats in limited upper division course offerings and sometimes prolongs time to the degree.

### Goals:

1. Develop a definition of minors that has the flexibility and academic rigor that meets the needs of units across the University.
2. Establish a simple procedure whereby any current citation that meets the criteria developed for a minor may become a minor by fall 2004.

Definition of minors:

1. A minor may be offered by any unit that offers or has the authority to offer an MHEC approved major or certificate. Minors do not, however, require MHEC approval.
2. A minor may also be offered cooperatively by more than one unit or include courses from more than one unit.
3. Minors should be structured to provide students with a coherent field of study and a carefully considered intellectual justification. That field may be a truncated version of a major or a distinctive intellectual subset of a discipline. A random choice of courses from current offerings in a major may not constitute a minor.
4. There is no limit to the number of minors a unit may offer as long as resource availability is not an issue.
5. Minors must be established through the PCC process. For example, if a department or program wishes to offer a minor, that unit must seek approval from the Chair or Director, the Dean of the College or the Dean for Undergraduate Studies when appropriate, the College or Undergraduate Studies PCC committee, and the Senate PCC committee. Proposals for new minors must indicate resource requirements and resource availability.
6. Minors must be designed and overseen by faculty members. In situations where administrative staff provide essential support, a clearly described faculty oversight structure must be in place at proposal stage and continue for the duration of the minor.
7. Students who wish to pursue a minor should inform both their college and the unit in charge of the minor in order to insure appropriate advising. When the student completes the minor, the unit offering the minor shall notify the student's college, which verifies that the student has met all requirements (grades, credits, etc.) and forwards the student's name, minor, and date of completion to the Registrar's Office. The posting of a minor on a student's official transcript is done concurrently with the posting of the bachelor's degree.
8. Minors will be posted on a student's academic transcript but not on the diploma. Minor designations on the transcript may carry a general discipline or field designation (e. g. minor in "Physics," "Geography," etc.) or a more specific designation (e.g. "English: African Diaspora").
9. A minor should have no fewer than 15 and no more than 24 academic credits, with at least 9 credits at the upper level. A unit may apply for an exception to these criteria. Such application may particularly apply in situations where there are "hidden pre-requisites" and/or in situations in which students have taken the pre-requisites to the minor as part of another degree program.
10. A student may use a maximum of 6 credits (or two courses) to satisfy the requirements of both a major and a minor. A unit may place additional limits on the allowed overlap. Courses completed in one minor may not be used to satisfy the requirements in another minor.

11. The following must be clearly identified in the Proposal: primary sponsoring unit with administrative responsibility for the minor, faculty coordinator of the minor, advising system for the minor, title for the transcript.
12. No more than six of the required credits (or two courses) may be taken at an institution other than the University of Maryland, College Park. However, at least six upper division credits applied to the minor must be taken at this University.
13. No course with an earned grade below “C” may count towards a minor.
14. To continue in some form, current academic citations must be converted to minors; those not converted will be eliminated.
15. Units wishing to convert existing academic citations to minors will send their requests to the Dean’s level PCC committee for review and forwarding to the Senate PCC Committee. Every effort should be made to handle this process with clarity, accuracy, and efficiency.
16. In some cases, departments requiring majors to have supporting courses may wish to allow students to substitute an appropriate minor for the supporting course requirement.
17. Once the proposal to offer minors is approved by the Senate and the President, Citation programs that are to be converted to minors must have the conversion completed before the end of the following academic year. No student may initiate a program leading to a Citation after the semester in which the citation is converted or after the deadline for conversion, whichever is earlier. Students who have begun a Citation program before conversion and who complete it after conversion will have the option of having either the Citation or the Minor recorded on their transcripts, if they have satisfied the requirements for the one they choose to list.

### Peer Institution Minor Requirements

University	Min. Credits	Max. Credits	Notes
Arizona	18		at least 9 credits must be upper-level
UC Berkeley	15		only one course may satisfy requirements for both the major and the minor; a minimum of 5 upper-division courses
Duke	15		at least 9 credits must be upper-level
Illinois	16	20	at least 6 credits must be upper-level
Michigan	15		only one course may satisfy requirements for both the major and the minor; must complete some upper-division courses
Minnesota	14		
North Carolina	12	15	students are encouraged to declare their minor early in the junior year
Ohio State		15	
Penn State	18		at least 6 credits must be taken at the 400 level
UCLA	21 **	28	requirements vary by college
Virginia	15	24	
Washington	25 **	35	a min. 2.00 GPA is required for the courses taken to complete a minor/ overlaps are allowed

\*\* Institutions on a quarter system. Semester equivalent is 14 and 17 credits, respectively.

## **Current Policy on Citations**

### **IV. Citation Programs**

Approved by the President, June 16, 1998

#### **PURPOSE, OVERVIEW AND MINIMUM REQUIREMENTS**

An Undergraduate Citation may be awarded by a college (or group of colleges), to recognize concentrated study in a designated field in the college(s) involved. The awarding of a Citation will be noted on the student's transcript at the time of graduation. The college (or in the case involving more than one college, the lead college) may present a paper document to a student awardee at the time of graduation, declaring that the student has received a Citation sponsored by the college. A student will not be eligible to receive a Citation sponsored by the program in which the student is majoring. (The specific majors to be excluded would be proposed by the college at the time of Citation approval.) The sponsoring college is responsible for certifying the Citation award to the Office of the Registrar.

A Citation will require at least 12 hours of study, which may be within a single program, may be in more than one program within the college, or may include courses from other colleges. No Citation may require more than 18 hours. At least six of the required hours must be at the 300 level or above. No more than six of the required credits may be taken at an institution other than the University of Maryland, College Park. No course with an earned grade below "C" may count towards a Citation. If more than six credits are to be included in the Citation and student's major, supporting courses, and college requirements, the proposal for a Citation must justify why this is appropriate. Interdepartmental or inter-college course requirements shall be with prior agreement of the units concerned.

#### **APPROVAL PROCEDURE**

Specific college procedures and requirements for a Citation program, consistent with these general principles and minimum requirements, shall be submitted to the College Park Senate for approval. The proposal shall address such issues as program management, student advisement, criteria for defining appropriate fields and curricula, and procedures for approval, oversight, and review. Each specific new Citation shall be submitted to the Senate PCC for final approval, after prior approval by the college in accordance with the Senate approved procedures.

Approval of a Citation program does not carry with it any presumption that additional resources will be provided from Institutional sources to support it. In particular, Colleges should verify that courses that may be impacted by a Citation program have the excess capacity to absorb that impact.





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## Approved Citations List

### College of Arts and Humanities:

American Literature  
Ancient Greek Language and Literature  
Archaeology  
British and American Literature  
British, Postcolonial, and International Anglophone Literature  
Business Chinese  
Business French  
Business German  
Business Italian  
Business Japanese  
Business Russian  
Business Spanish  
Business Management for Foreign Language Majors  
Chinese Language  
Chinese Studies  
Classical Languages and Mythology  
Classical Mythology  
Comparative Religious Studies  
Comparative Studies  
Cognitive Science  
French Language and Cultures  
German Studies  
Interdisciplinary Multi-Media and Technology  
Italian Language and Culture  
Japanese  
Jewish Studies  
Korean Studies  
Latin Language and Literature  
Linguistics  
Literature by Women  
Literature of the African Diaspora  
Music Performance  
Music Studies  
Philosophy  
Philosophy of Science  
Portuguese Language and Cultures  
Renaissance Studies  
Rhetoric (offered jointly with COMM)  
Russian Language  
Russian Language and Literature  
Spanish Language and Cultures  
Value Theory

### College of Behavioral and Social Sciences:

Geographic Information Science  
Civics

**College of Business and Management:**

Entrepreneurship  
General Business

**College of Computer, Mathematical and Physical Science:**

Actuarial Mathematics  
Applies Mathematical Modeling  
Astronomy  
Atmospheric Chemistry  
Discrete Mathematics  
Earth History  
Earth Material Properties  
Hydrology  
Meteorology  
Physics  
Statistics  
Surficial Geology  
Weather and Climate

**College of Education:**

Secondary Education

**College of Engineering:**

International Engineering  
Project Management

## Approved Citations List

### College of Arts and Humanities:

American Literature  
Ancient Greek Language and Literature  
Archaeology  
British and American Literature  
British, Postcolonial, and International Anglophone Literature  
Business Chinese  
Business French  
Business German  
Business Italian  
Business Japanese  
Business Russian  
Business Spanish  
Business Management for Foreign Language Majors  
Chinese Language  
Chinese Studies  
Classical Languages and Mythology  
Classical Mythology  
Comparative Religious Studies  
Comparative Studies  
Cognitive Science  
French Language and Cultures  
German Studies  
Interdisciplinary Multi-Media and Technology  
Italian Language and Culture  
Japanese  
Jewish Studies  
Korean Studies  
Latin Language and Literature  
Linguistics  
Literature by Women  
Literature of the African Diaspora  
Music Performance  
Music Studies  
Philosophy  
Philosophy of Science  
Portuguese Language and Cultures  
Renaissance Studies  
Rhetoric (offered jointly with COMM)  
Russian Language  
Russian Language and Literature  
Spanish Language and Cultures  
Value Theory

### College of Behavioral and Social Sciences:

Geographic Information Science  
Civics

**College of Business and Management:**

Entrepreneurship  
General Business

**College of Computer, Mathematical and Physical Science:**

Actuarial Mathematics  
Applies Mathematical Modeling  
Astronomy  
Atmospheric Chemistry  
Discrete Mathematics  
Earth History  
Earth Material Properties  
Hydrology  
Meteorology  
Physics  
Statistics  
Surficial Geology  
Weather and Climate

**College of Education:**

Secondary Education

**College of Engineering:**

International Engineering  
Project Management