Dear Colleagues:

The memorandum sent out yesterday concerning academic minors apparently made the process for converting citations to minors seem daunting. It is not meant to be so. For your reference, following below is a model proposal that I believe would be acceptable to the Senate PCC committee and that was rather straightforward to put together. This would be accompanied by a PCC form with signatures indicating departmental and college approval.

One crucial element of the proposal is the Catalog Description, which is the place for you to clearly lay out the required curriculum and also to describe the minor so as to indicate its coherence as an academic field of study. (N.B. The first paragraph of this model was written without the participation of a Geologist. Although more or less in the right form, it needs refinement by an expert hand so that it provides adequate academic information both for the PCC committee and for potential students.) A second crucial element is the indication of who will be responsible for academic oversight and for record keeping. For minors sponsored by a single department the simple statement in paragraph 3 of the model should suffice.

Some situations may require more complex proposals in order to touch all the required bases. In addition, proposals for a new minor, or conversion proposals requiring significant changes to the program, normally will include a fuller justification than can be accommodated in the Catalog Description.

I hope this is helpful. Please contact me (vkor@umd.edu or 56836) for questions.

MODEL PROPOSAL FOR CONVERTING A CITATION TO A MINOR

Proposal for a Minor in Hydrology to be offered by the Department of Geology.

1. This is a proposal to convert an existing citation into a minor. The transcript will designate the minor as ............... [THE DEPARTMENT MAY HAVE A CHOICE OF STYLES. FOR EXAMPLE IN THIS CASE, THEY MIGHT CHOOSE EITHER “Hydrology” or “Geology: Hydrology.”]

2. Catalog Description

This minor will provide students with a sophisticated understanding of geological processes in which water plays an essential role. Building on a three-course base of fundamental knowledge about geological processes, the program is completed by two advanced courses in geochemistry and hydrology. Students attempting this minor will need a strong background in Mathematics and Chemistry at the level of Math 140 and CHEM 103, which are prerequisites for some of the required courses. This minor will be of particular relevance to students with broad interests in Biology, Biological Diversity, and Ecology. Students interested in taking this minor program should contact the undergraduate office in the Department of Geology for advisement.

Courses required for the minor are:
In addition, the student must choose two from the following:

- **GEOL 436** Principles of Biogeochemistry (3)
- **GEOL 445** Principles of Geochemistry (3)
- **GEOL 451** Groundwater (3)
- **GEOL 452** Watershed and Wetland Hydrology (3)

There is a total of 18 required credits. All courses presented for the minor must be passed with a grade of C or better.

3. **Oversight and Record Keeping**

   Oversight of this minor program will be through the normal academic processes of the Department of Geology. The department’s Undergraduate Director will be responsible for ensuring that students are properly advised and that records are appropriately kept.

4. **Prerequisites**

   Although required for the program, MATH 140 and CHEM 103 are not included as specific minor requirements because they are likely already to be parts of the major requirements for students who will be interested in this minor.

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