INSTRUCTIONS FOR PROPOSING A NEW DOCTORAL MINOR

A doctoral minor is a 9-12 credit program designed to meet the breadth requirement of a doctoral degree at UW-Madison. The Doctoral Minor referred to within this document is “Option A” within the Graduate School Academic Policies and Procedures Minors policy. “Option B” minors (“distributed minors”) do not need to go through this process. Refer to the AP&P Minors policy for grounding in policy requirements for Doctoral Minors before proceeding.

PLANNING THE DOCTORAL MINOR

- Planning starts with idea development among the program faculty and staff.
- Begin to fill out the Doctoral Minor Proposal Form.
- When your ideas are starting to take shape, consult with your school/college dean’s office. If you aren’t sure who to talk to in your school/college dean’s office or if you have questions and want to discuss your plans, contact the Academic Planning Specialist in the Office of Academic Planning and Assessment in the Graduate School.
- When you have a full draft of a completed Doctoral Minor Proposal Form, and ideally before school/college approval, send the proposal to the Graduate School Assistant Dean for Academic Planning and Assessment and the Graduate School Academic Planning Specialist for a check-in and proposal review. This will help make sure that the doctoral minor meets all components of the Graduate School guidelines and will identify any implementation questions.

APPROVAL STEPS FOR DOCTORAL MINORS

1. The program faculty who are sponsoring the doctoral minor (most often the faculty or executive committee in a department) formally approve the doctoral minor.
2. The school/college that houses the doctoral minor considers the minor for approval, usually at the school/college Academic Planning Council.
3. After school/college approval, the dean forwards the proposal to the dean of the Graduate School with a copy to the Graduate School Assistant Dean for Academic Planning and Assessment and the Graduate School Academic Planning Specialist.
4. The Graduate Faculty Executive Committee considers the doctoral minor for approval.

QUESTIONS: Emily Reynolds, Academic Planning Specialist, Graduate School (emily.reynolds@wisc.edu) Marty Gustafson, Assistant Dean for Academic Planning and Assessment, Graduate School (marty.gustafson@wisc.edu)
Doctoral minors are intended for all doctoral students who are not meeting the breadth requirement in some other way (programs must petition for this exception to be granted; the policy and procedures can be found here). This form is to be used in concert with the Graduate School Academic Policies and Procedures Minors policy. Complete the form and save as a Microsoft Word document.

1. **Doctoral Minor name and academic home**
   1.1. Doctoral Minor name: Type Doctoral Minor Name here.
   1.2. Home Department/Academic Unit (Name/UDDS): Type Academic Unit Name and UDDS here. The home department/academic unit is responsible for the academic oversight, delivery, and administration of the doctoral minor.
   1.3. Home School/College: Choose a School/College.
   1.4. Additional Department(s)/Academic unit(s) information, if relevant: Provide information about any partner departments/units/school/colleges, if relevant.
   1.5. Faculty director of the Doctoral Minor (name, title email): Type the faculty director’s name, title, and email here.
   1.6. Primary Doctoral Minor contact (name, title, email): Type the primary contact's name, title, and email here.
   1.7. Primary school/college dean’s office contact (name, title, email): Type the dean's office contact’s name, title, and email here.
   1.8. Date form completed: Click here to enter a date.

2. **Approval, Implementation, and Review**
   2.1. School/College Approval Date: Click here to enter a date.
   2.2. GFEC Approval Date: Click here to enter a date.
   2.3. Expected first term of student enrollment (can be as soon as next semester): Type expected enrollment term and year here.
   2.4. Year of minor’s home graduate program or department (if applicable) next program review:
   2.5. Are all academic programs in the home academic unit up to date for program review? Yes/No
      ▪ If no, please provide an explanation: Type an explanation here. (250 word limit)

**Purpose, rationale, justification**
Describe the purpose, rationale, and justification for the Doctoral Minor:

2.6. What is the purpose of the Doctoral Minor? How does it contribute to the mission of the sponsoring unit(s)? Describe the purpose of the Doctoral Minor here. (250 word limit)

2.7. What is the evidence that there is a societal and student demand for the Doctoral Minor program? Provide evidence of societal and student demand for the Doctoral Minor program

3. **Curriculum**
3.1. Provide a complete list of requirements. 
   List program requirements here. 
   Program requirements should provide content that leads to the completion of Doctoral Minor learning goals. 
   See section 8 Assessment.

3.2. Chart student progression through the curriculum.

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Instructor</th>
<th>Semester &amp; year last taught</th>
<th>Semester(s) offered (e.g., Fall only)</th>
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3.3. Total credits required: Type total credits required here. 
   Doctoral Minors are a minimum of 9 credits. A maximum of 3 credits of independent study (e.g., 699, 799, 899, 999) are allowed. Research and thesis cannot be used to satisfy the minor (e.g., 790, 890, 990).

Checklist for Verification of Curricular Policy Requirements*
You will have an opportunity to provide explanation and rationale for any Curricular Policy Requirements that have not been affirmed in the text box that follows the checklist, below.

☐ Courses for the Doctoral Minor are numbered 300 or higher.
☐ Courses are offered on a regular basis (as identified in student progression chart in section 4).
☐ Courses have enrollment capacity for students in the Doctoral Minor.
☐ Courses in the proposed Doctoral Minor have been approved.
☐ Students must earn a minimum 3.000 GPA on required doctoral minor coursework. Completed courses listed within the doctoral minor curriculum, whether or not they meet a specific requirement, are included in the calculation of the GPA.
☐ Courses in which a student elects the pass/fail option will not meet Doctoral Minor requirements.
☐ Coursework may not be double counted for major requirements.
☐ No more than 5 credits of coursework completed more than 5 years prior to admission to the doctoral program may be used; coursework taken 10 years ago or more may not be used.
☐ All Doctoral Minor requirements must be met; waiving requirements is not permitted.
☐ Substitutions are not permitted for any course unless the substitution would be provided for every student with the same substitution request.
☐ Units must maintain Doctoral Minor requirements so that they are up-to-date; all curriculum changes must be approved through the appropriate school/college academic planning council (APC) or curriculum committee. The school/college APC or curriculum committee will notify the Graduate School about approved curricular changes to the Doctoral Minor. Typically, any changes in requirements will be effective no sooner than the fall semester after approval.

*Provide explanation and rationale for any Curricular Policy Requirements that have not been affirmed. Provide explanation for unaffirmed Curricular Policy Requirements here.

4. Student Services & Advising

4.1. List the name(s) of Doctoral Minor Advisor(s) with title and departmental affiliation(s).
   List Doctoral Minor program advisor(s) here.

4.2. ☐ Confirm that program coordinator(s) have been consulted and reviewed this proposal.
5. Recruiting, Admission, & Enrollment
5.1. Describe plans for recruiting students to complete the Doctoral Minor:
Describe plans for recruitment here.
5.2. List any admission criteria for the Doctoral Minor beyond admission to a graduate or professional program and permission from the student’s home degree/major:
List admission criteria here.
5.3. Maximum enrollment that can be supported with existing instructional and student services resources:
Type maximum enrollment here.
5.4. Describe plans for supporting enrollments that are much higher than the anticipated enrollment.
Describe plans for supporting enrollments that are much higher or much lower than the anticipated enrollment here.

6. Learning Outcomes
6.1. ☐ Attach learning outcome(s) when submitting this proposal.

7. Governance & Faculty
7.1. The Doctoral Minor is governed by:
☐ Existing department and school/college governance committees
☐ New Doctoral Minor governance committees*
*If the Doctoral Minor is governed by a new committee, define and outline governance structures and procedures for the doctoral minor program.
Define and outline governance structures and procedures here. (250 word limit)
7.2. List the core program faculty and staff with title and departmental affiliation(s) who are primarily involved and will participate in delivery and oversight of the Doctoral Minor.
List core program faculty and staff here.

8. Doctoral Minor Completion
8.1. ☐ The faculty program director will sign the doctoral warrant certifying that a student has completed all of the requirements for the Doctoral Minor.

Checklist for Verification of Ongoing Commitment*
You will have an opportunity to provide explanation and rationale for any Ongoing Commitments that have not been affirmed in the text box that follows the checklist.
☐ If the program requires new instructional resources, space, advising, additions to the Library collections, or other support, a supporting letter is attached to demonstrate that the appropriate unit can provide the resources.
☐ The Doctoral Minor faculty are responsible for seeking appropriate governance approval for significantly altering the Doctoral Minor’s curriculum, suspending admissions or discontinuing the Doctoral Minor. Any changes in requirements will be effective no sooner than the fall semester after approval.
☐ The Doctoral Minor will be included in the program’s institutional program review.
☐ The program faculty/staff will ensure the program website and Guide (graduate catalog) materials are current and consistent across all locations where information is provided.

Required attachments
☐ Attach learning outcome(s) when submitting this proposal.
☐ Supporting letters/memos

Provide letters or memos from other academic units that will have overlapping interest. This will include departments/schools/colleges that provide courses for the Doctoral Minor or have program names that are similar.