

L&S Executive Committee Guidelines for Proposals for New Minor Programs

The L&S Executive Committee (EC) recommends that those proposing a new minor program follow the following guidelines, in addition to consulting the [Berkeley Compendium](#) for procedures on how to establish an undergraduate minor.

Guidelines

1. The minor proposal must be submitted by UC Berkeley faculty. Student requests will not be considered unless fully supported by UC Berkeley faculty who assume the responsibility of overseeing all aspects of the minor.
2. The proposal must include a letter of support from the Divisional Dean(s) and Chair/Program Director of the department where the minor will be housed.

Regarding the contents of the proposal:

3. The proposal should explain (a) the intellectual foundation and development the minor provides to UC Berkeley students; (b) the target audience of the minor (the specific student populations it seeks to appeal to); and (c) its appropriateness for L&S students.
4. The proposal should explain the structure of the minor requirements, and note the number of lower and upper division courses required for the minor and their unit totals.
5. The proposal should list the courses that satisfy the minor's requirements. If courses outside the minor's home department can be used to satisfy requirements, please include copies of letters/emails informing instructors (or the relevant Department Chair/Program Director) from the other departments that their course(s) will be used to satisfy requirements for the minor program and, optimally, their responses.
6. The proposal should list the minor's student learning outcomes.
7. The proposal should describe the faculty and staff involvement in the minor program (number of lecturers vs. ladder faculty; the administration or governing board for the minor program, if applicable; dedicated teaching staff for the program; and whether a staff adviser has been assigned to the minor).
8. The proposal should address how the minor's intellectual curriculum investigates its subject through a critical, analytical lens. Those proposals which do not investigate its subject through a critical, analytical lens will likely not be approved or endorsed by the L&S EC. A [certificate program](#) may be recommended as an alternative.
9. If appropriate, the EC requests that the faculty members proposing the minor consider adding a component to its curriculum addressing human context, social good, and ethics (if not already incorporated into the curriculum).

Minors offered by L&S must follow the college regulations listed below. **Non-L&S minors** should be aware of L&S's regulations pertaining to minor programs, particularly the limit on the number of courses that can overlap between a major and a minor.

[L&S Regulation 140 \(Minor Programs\)](#)

- A. Departments and groups may establish minor programs, subject to the approval of the Executive Committee of the college. The minor program is intended as an optional program to encourage coherence in the work students undertake outside their major field(s) of study.
- B. The following minimum criteria will apply to minor programs in the College of Letters and Science:
- (1) Five upper division courses are required for completion of a minor program. At least three of the five upper division courses must be taken at Berkeley.
 - (2) All upper division courses used in satisfaction of a minor program must be taken for a letter grade. The Executive Committee is authorized to grant exemptions from this requirement to departments and groups.
 - (3) The student must achieve at least a C average (2.000) in the upper division courses offered in satisfaction of a minor program.
 - (4) Courses accepted for a minor program may also be accepted in satisfaction of college breadth requirements, provided they meet the criteria set forth in Faculty Regulation 100.

The Associate Dean responsible for undergraduate advising is authorized, in consultation with the department or group, to grant exceptions to these requirements to students on an individual basis.

- C. A student may, in addition to completing a four-year major program, complete one or more minor programs. A student wishing to pursue a minor program must secure the approval of the department or group in charge of the program. The department or group is responsible for monitoring the minor program.
- D. Work on one or more minor programs will not entitle a student registered in the College of Letters and Science to exceed the limit placed upon the number of units allowed in the college.
- E. At the time that the student completes the minor program, the department or group in charge of the minor program shall notify the Office of the Registrar. Completion of the minor program will be noted on the student's transcript of Berkeley work.
- F. A student may use a maximum of one upper division course to satisfy requirements of both a major and a minor. The Associate Dean responsible for undergraduate advising is authorized, in consultation with the department or group, to grant exceptions to this requirement to students on an individual basis. The Executive Committee is authorized to grant exemptions from this limitation to departments and groups.