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**New Academic Program – Minor (**[**Undergraduate**](https://catalog.arizona.edu/policy/undergraduate-minors) **or** [**Graduate**](https://catalog.arizona.edu/policy/graduate-minors)**)**

**CURRICULAR INFORMATION**

1. **MINOR DESCRIPTION:** Provide a marketing/promotional description for the proposed program (recommend working with your college marketing team). The description will be displayed on the advisement report(s), Degree Search, and should match departmental and college websites, handouts, promotional materials, etc.
2. **JUSTIFICATION/NEED FOR THE MINOR:** Describe the purpose and need for the proposed minor,providing market analysis data or other tangible evidence of the need/interest in the program. This might include results from surveys of current students, alumni, and/or employers or reference to student enrollments in similar programs in the state or region. Curricular Affairs can provide a job posting/demand report by skills obtained/outcomes of the proposed minor, upon request.
3. **MINOR REQUIREMENTS**: Complete the table below. All University of Arizona undergraduate minors require at least 18 units; graduate minors require at least 9 units. Note: information in this section must be consistent throughout the proposal documents and will be used to build the Academic Advisement Report (ADVIP) or Graduate Catalog Program Descriptions. Delete the EXAMPLE column before submitting/uploading**.**

**Undergraduate Minor: (if this table does not apply, please delete).**

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| --- | --- | --- |
| Minimum total units required |  | EXAMPLE  18 |
| Minimum upper-division units required |  | 9 |
| Total transfer units that may apply to minor |  | 9 |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  | -Meet with departmental interview committee  -Complete all pre-requisite coursework |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  | List all required coursework.  For example:  Core:  Complete 2 courses (6 units):  -(NEW) ACTU 123 (3) Introduction to Actuarial Sciences  -(NEW) ACTU 345 (3) Advanced Actuarial Methods  Electives:  Complete 12 units from the following. Limit of 3 units from house-numbered coursework may be used towards this requirement : |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  | Yes. Complete 3 units of internship or practicum with a local firm |
| Additional requirements (provide description) |  | Complete and submit “Actuary Minor Reflection Paper” |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  | Yes, minor coursework may not double dip with another minor. |

**Graduate Minor: (if this table does not apply, please delete).**

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| Minimum total units required |  | EXAMPLE  9 |
| Total transfer units that may apply to minor |  | 9 |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  | -Meet with departmental interview committee  -Complete all pre-requisite coursework |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  | List all required coursework.  For example:  Core:  Complete 2 courses (6 units):  -(NEW) ACTU 524 (3) Introduction to Actuarial Sciences  -(NEW) ACTU 565 (3) Advanced Actuarial Methods  Electives:  Complete 3 units from the following. Limit of 3 units from house-numbered coursework may be used towards this requirement : |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  | Yes. Complete 3 units of internship or practicum with a local firm |
| Additional requirements (provide description) |  | Complete and submit “Actuary Minor Reflection Paper” |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  | Yes, minor coursework may not double dip with another minor. |

1. **NEW COURSES NEEDED:**  If new courses are required for the proposed program, [UA Course Add forms](https://academicadmin.arizona.edu/courseapprovals) must be submitted before/simultaneously with this proposal. List all course additions in progress in the table below. Add rows as needed.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course prefix and number (include cross-listings) | Units | Title | Pre-requisites | Modes of delivery (online, in-person, hybrid) | Course Fee? (Y/N)  [More info here](https://registrar.arizona.edu/faculty-staff-resources/courses-catalog/course-fees/course-fee-request-forms). | Course Form transaction number | Anticipated first term offered | Use in the program (required/ elective) |
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Subject description for new prefix (if requested). Include your requested/preferred prefix, if any:

1. **Learning Outcomes** - Complete this table as a summary of the learning outcomes from your assessment plan, using these examples as a model. If you need assistance completing this table, please see the resources at the [University Center for Assessment, Teaching and Technology](https://ucatt.arizona.edu/assessment/learning-outcomes-assessment/academic-program-learning-assessment).

|  |
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| **Learning Outcome #1**: Demonstrate graduate-level proficiency in the design and conduct of clinical research within regulatory and ethical guidelines. |
| **Concepts**: Design of experiments and analytic approaches to clinical research, regulatory guidelines for clinical research, including institutional research boards, regulations and relevant laws related to human subjects testing. |
| **Competencies**: Demonstrate knowledge of the design and conduct of clinical research studies by exhibiting knowledge of clinical trial design, relevant statistical methods, relevant privacy laws, and human subjects protections. Design experiments within regulatory and ethical guidelines by articulating a new clinical research study design, or by evaluating an existing (peer-reviewed) study. |
| **Learning Outcome #2**: Demonstrate the ability to utilize biomedical informatic functions and analyses at the graduate level in a clinical setting. |
| **Concepts**: Database design, data collection standards and processes, data safety, data utilization and analytic methods leveraging primary and secondary data in clinical research. |
| **Competencies**: Demonstrate fundamental knowledge of database design and data collection, as well as knowledge of emerging technologies such as electronic health records, administrative and regulatory datasets, biobanks, and research-specific data management systems in clinical research. |
| **Learning Outcome #** |
| **Concepts:** |
| **Competencies:** |

1. **REQUIRED SIGNATURES**

Program Director/Main Proposer (print name and title):   
  
Program Director/Main Proposer signature:

Date:

Department Head (print name and title):  
  
Department Head’s signature:

Date:



Associate/Assistant Dean (print name):

Associate/Assistant Dean’s signature:

Date:

  
  
Dean (print name):

Dean’s signature:

Date:



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| For use by Curricular Affairs:  Undergraduate:   |  |  | | --- | --- | | Committee | Approval date | | APS |  | | Undergraduate Council |  | | Undergraduate College Academic Administrators Council |  | | Faculty Senate |  | |  |

Undergraduate:

|  |  |
| --- | --- |
| Committee | Approval date |
| APS |  |
| Undergraduate Council |  |
| Undergraduate College Academic Administrators Council |  |
| Faculty Senate |  |