October 27, 1993

TO:       Jacob Seid
          Anne Tsao
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FROM:    Bob Jaffe
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CC:        Committee on the Undergraduate Program, Committee on Curricula, Vicky Diadiuk, David Wiley,

RE:    Minor Programs

Confusion about the approval process for minors has apparently led to uncertainty on the part of some undergraduates regarding the subjects in which minors are available. We would like to clear up the confusion with this memo.

The motion passed by the Faculty last November charged the Committee on Curricula (CoC) with approval of minors in disciplines presently offering majors. This means that a minor officially exists when it has been presented to and approved by the CoC. A copy of the resolution presented for motion and some of the attendant discussion material is enclosed. As of this writing, minors exist as listed on the attached page from the 1993-94 MIT Bulletin. Other minors are to be considered by the CoC as they are brought forward by Departments, and added to the Bulletin when approved.

As presented to the Faculty, minors in areas not represented by existing majors are to be handled differently. Proposals for non-major-related minors should be approved by the Committee on the Undergraduate Program in consultation with the CoC. Additionally, proposals that depart significantly from established terms are to be brought to the Faculty Policy Committee and, on its discretion, to the Faculty as a whole.

We hope this clarifies the situation regarding minor programs.