CURRICULUM CHANGE MEMO

Date: 10/13/2026

From: Selfa A. Chew-Melendez, Associate Dean for Undergraduate Studies, CoLART

Through: Anadeli Bencomo, Dean, College of Liberal Arts

Through: Selfa A. Chew-Melendez, Chair, Liberal Arts Curriculum Committee

To: UGCC or Graduate Education Committee

Proposal Title: Declaration and Approval of Optional Minors, Additional Concentrations, and Undergraduate Certificates

Select the proposal content (select as many as apply) and provide the rationale.

Content

☐ New program or ☒ Program Change

- ☐ Bachelor's
- ☐ Master's
- ☐ Doctoral/Professional
- ☒ Certificate
- ☐ Fast Track
- ☒ Minor
- ☒ Concentration/Track

☐ New Course

☐ Closure (program, certificate, minor)

☐ Change

- ☐ Block Electives (add/remove)
- ☐ CIP Code
- ☐ Course Description
- ☐ Course Title
- ☐ Graduate Program Admission Requirements
- ☐ Course Prerequisite
- ☐ Program/certificate SCH
- ☐ Course Restriction

Rationale

This proposal establishes clear procedures for declaring optional minors, additional concentrations, and undergraduate certificates to support timely graduation and informed academic planning. Although these credentials can enrich a student's education, adding them late in a degree program may increase credit requirements, extend enrollment, and create additional financial costs.

The proposed 90 degree-applicable credit-hour threshold encourages students to consider optional credentials while sufficient time remains to incorporate them into their degree plans. Using degree-applicable credits ensures that this threshold reflects progress toward the student's current degree rather than credits that do not fulfill its requirements.

Requiring consultation with the student's assigned CLASS Center advisor and approval from the Dean's Office for optional minors and additional concentrations provides a consistent review of course availability, remaining requirements, anticipated graduation dates, and potential financial implications. It also clarifies advising and approval responsibilities and helps prevent conflicting guidance.

The proposal encourages programs to provide meaningful academic options within the 120-credit degree framework.

CURRICULUM PROPOSAL

APPROVAL PAGE

Proposal Title: Declaration and Approval of Optional Minors, Additional Concentrations, and Undergraduate Certificates

College: Liberal Arts **Department: All programs and departments**

ASSOCIATE DEAN FOR UNDERGRADUATE STUDIES – Selfa A. Chew-Melendez

I have read the enclosed proposal and approve this proposal on behalf of the department.

_____ _____10/13/2026_____

Signature **Date**

COLLEGE CURRICULUM COMMITTEE CHAIR – Selfa A. Chew-melendez

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

_____ _____

Signature **Date**

COLLEGE DEAN – Anadeli Bencomo

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

_____ _____

Signature **Date**

NON-CURRICULAR CHANGE TO CATALOG

Date: **October 13, 2026**

From: **Selfa A. Chew-Melendez, Associate Dean for Undergraduate Studies (CoLART)**

Department: **College of Liberal Arts, Dean's Office.**

College: **Liberal Arts**

Program and Section Name
All Liberal Arts programs

Catalog page link
https://catalog.utep.edu/undergrad/college-of-liberal-arts/

Is the change required/requested by an accrediting body?
☐ Yes
☒ No

Comments (if needed)

Copy and paste relevant sections of the catalog page below. Use track changes to indicate the requested updates.

Declaration and Approval of Optional Minors, Additional Concentrations, and Undergraduate Certificates

The College of Liberal Arts, UTEP's largest college, consists of more than 20 undergraduate degree departments and programs in the three broad areas of the humanities, social and behavioral sciences, and fine and performing arts. The College has been built on a long tradition of excellence. Many College of Liberal Arts faculty are internationally recognized scholars and leaders in their academic disciplines; they draw on their research findings, scholarship, and creative activities to enhance the quality of students' classroom experiences. Noted for its innovative educational programming that engages students in a variety of creative, scholarly, and service activities, the College of Liberal Arts is dedicated to preparing students for a variety of careers and professions in a rapidly changing global environment.

In addition to its many outstanding degree programs, the College offers students many opportunities to enhance their classroom experiences with special activities that promote learning and achievement outside the classroom. All UTEP students can access a variety of instructional services delivered by faculty, staff, and students in the new UTEP Writing Center managed by the Department of English. Students in the performing arts, for example, regularly perform in concert, recitals, and a variety of theatre productions. The world-class UTEP Dinner Theatre gives musical theatre students the opportunity to gain live performance experience with our long-established and well-respected production company.

College of Liberal Arts students learn from first-rate scholars and teachers, and are able to participate in faculty-directed research projects or join research teams of faculty and other students who are studying important contemporary issues. Among many other research opportunities, Psychology students can participate in studies focused on legal decision-making, the accuracy of eyewitness identification, and the effectiveness of various smoking-cessation techniques. Anthropology students are able to participate in important archeological research excavations. Others work with faculty studying life in border communities, or engage in research intended to find better ways to address a variety of social and community problems. Communication students are afforded the opportunity to produce and develop radio and television programs, to produce documentary films, or to design advertising campaigns. Many History students have worked on public history projects for their communities, while Foreign Language and English students can be found working in schools as specialized instructors and tutors. Additionally, many Liberal Arts students serve the community by volunteering their services to nonprofit organizations. Hundreds of Criminal Justice students have served as interns in state and federal law-enforcement agencies.

The College of Liberal Arts also supports programs that enhance the quality of life for all people living in the El Paso region. The Department of Music, for example, presents more than 80 musical performances and recitals on campus each year. The Art Department operates the Stanlee and Gerald Rubin Center for Contemporary Art which is one of our nation's finest contemporary art galleries. The Law School Preparation Institute prepares students for the process of law school application and admission and is a highly successful program in law school placement for UTEP students. The Liberal Arts Honors Program provides a compelling curriculum and prepares the best students in the college to excel after they graduate.

Expand All Sections

Degrees and Majors

Bachelor of Arts

Requirements for the Bachelor of Arts degree are designed to provide an essential unity in the programs of all Liberal Arts students and, at the same time, to offer each student substantial latitude in course selection. The degree consists of a minimum of 120 semester hours, including at least 39 at the advanced (3000-4000) level ** (see exception for foreign language). Twenty-four (24) of the last 30 hours must be taken in residence. When approved by a department,-up to six- credit hours taken to satisfy one degree area requirement (University Core Curriculum, major, or minor) can be used to satisfy any other degree area requirement, except for block electives.

University Core Curriculum (42 hours)

Students should refer to the *University Core Curriculum* section of this Catalog for a complete description.

Liberal Arts General Education Requirements (24-27 hours)

Code	Title	Hours
One Modern or Classical Language		
Six credits of Foreign Language (all six credits should be in the same language sequence)		6
Blocks		
A total of 12 upper-division hours distributed among three blocks.**		12
Fine and Performing Arts		
Humanities		
Social and Behavioral Sciences		
Course List		
*		

updated 07.08.25

(3) hours must be taken in each block. No course to meet this requirement can be taken in the student's major or minor, with the exception of up to 6 credit hours of foreign language.

**

Foreign language can be 2000 level and count as a block elective under Humanities, if taken in addition to the 6 credit hours required for Liberal Arts General Education.

Major Field (27-36 hours)

Students complete a major prescribed by an academic department in the College of Liberal Arts (or Science or Business Administration [for the Economics major]) of at least 27 hours, 18 or more of which must be advanced (3000-or 4000-level). Students should refer to the individual departmental listings in this catalog for specific major field requirements.

Nine (9) of the advanced hours in the major must be completed in residence within three years of the date of graduation. No course taken on a Pass/Fail basis can be counted for the major, even if the student changes majors after having taken the course. A completed degree plan must include a minimum grade point average (GPA) of C (2.0) in the major. Up to two courses taken to fulfill the major field requirements can be used to fulfill minor or College of Education field requirements, however, the hours will count only once toward the degree's credit hour requirement.

Electives

Students complete electives as needed to bring the total semester hours of credit to at least 120. In most cases students will need to complete 6 credit hours of electives. Elective credit cannot also be used in meeting any other degree requirement. Electives of advanced (3000-4000) level can, however, be applied toward satisfaction of the requirement of 39 advanced hours.

Double Major

A student who fulfills the specified requirements for two different majors under a single degree from the same college, simultaneously, completes a double major. Students may double major in the same department with the approval of the academic dean. For example, a student may simultaneously complete a Bachelor of Arts in History and a Bachelor of Arts in Political Science - both B.A. degrees from different departments in the College of Liberal Arts - and earn a double major.

The student must complete all degree requirements for both degrees. Requirements that are common to both degrees need only be met once.

The graduation term must be the same for both majors. When applying for graduation, a student should note on the application that he/she will be completing an additional major. One diploma is issued and both majors are recorded on a student's transcript and diploma.

Dual Degree

A student who fulfills the specified requirements for two different majors from different degrees simultaneously, or who fulfills the specified requirements for two degrees in different colleges simultaneously, will earn dual degrees. For example, a student may simultaneously complete a Bachelor of Science in Psychology and a Bachelor of Arts in Sociology, both in the College of Liberal Arts, and earn dual degrees. A student may also simultaneously

complete a Bachelor of Science in Psychology from the College of Liberal Arts and a Bachelor of Science in Chemistry from the College of Science, and earn dual degrees.

The student must complete all degree requirements for both degrees. Requirements that are common to both degrees need only be met once.

The graduation term must be the same for both degrees. Upon graduation, the student must complete two graduation applications (one application for each degree). Upon graduation a student can attend multiple commencement ceremonies if the majors span across different colleges.

Bachelor of Science in Psychology

The Psychology Department offers the Bachelor of Science (BS) degree. Please see the *Department of Psychology* section of this catalog for complete information.

Bachelor of Fine Arts

The Bachelor of Fine Arts (BFA) is a professional degree offered in three fields: Art, Dance, and Music Theatre. The Art degree is offered with the following areas of specialization:

- **Concentrations:** Ceramics, Drawing, Graphic Design, Metals, Painting, Printmaking, and Sculpture.
- **Minors:** Art History, Ceramics, Drawing, Graphic Design, Metals, Painting, Printmaking, and Sculpture.

For specific requirements, students should refer to the *Art Department* section of this catalog.
The BFA in Dance is offered by the Department of Theatre and Dance. For specific requirements, students should refer to the *Theatre and Dance Department* section of this catalog.

Bachelor of Music

Students can pursue this professional Music degree in one of four areas:

1. General Music; choral and instrumental (All-Levels Teaching Program).
2. Performance; orchestra and band instruments, guitar, keyboard instruments, or voice.
3. Theory and Composition.
4. Commercial Music

For specific requirements, students should refer to the *Music Department* section of this catalog.

Bachelor of Multidisciplinary Studies

A Bachelor or Multidisciplinary Studies (BMS) degree is administered by the Dean's Office. For specific information about the BMS, please see the *Bachelor of Multidisciplinary Studies* section of this catalog.

Minor Field (18 hours)

Students will complete a minor of at least 18 or more hours, nine of which must be advanced (3000-or 4000-level). The minor field must be selected from a discipline different from that of the major field. Up to six credit for courses taken to fulfill the minor field requirements can also be counted to satisfy major field requirements; however, they will not be double-counted towards the total credit hours requirement. No course taken on a Pass/Fail basis can be

counted for the minor, even though the student changes minors after having taken the course. A completed degree plan must include a minimum GPA of C (2.0) in the minor. Students should refer to the individual departmental listings in this catalog for specific minor requirements.

Liberal Arts minor fields are available in Anthropology, Art, Art History, Communication, Creative Writing, Criminal Justice, Dance, English and American Literature, Film Studies, French, German, History, Linguistics, Music, Philosophy, Political Science, Professional Writing and Rhetoric, Psychology, Sociology, Spanish, and Theatre Arts. Students should refer to the departmental listings for requirements.

Interdisciplinary minors are also available. However, no more than six (6) hours from a student's major field can be used to meet a minor's requirement. Courses that are used to meet two fields will count only once toward the degree's credit hour requirement. In addition, no more than nine (9) hours from any one discipline will be counted as part of such a minor. Students electing an interdisciplinary *major* cannot elect an interdisciplinary *minor*. The following are approved interdisciplinary minors: African American Studies, Asian Studies, Border Studies, Chicano Studies, Humanities, Latin American Studies, Military Science, Museum Studies, Religious Studies, Russian and Post-Communist Studies, Translation (Spanish/English), Urban Studies, and Women's Studies. (Students should refer to the section below on Interdisciplinary Minors for requirements.)
Minors can also be selected from the following approved disciplines in other colleges:

- **Accounting Minor:** Please see the *Woody L. Hunt College of Business Administration* section of this catalog for requirements.
- **Economics Minor:** Please see the *Woody L. Hunt College of Business Administration* section of this catalog for requirements.
- **General Business Minor:** Please see the *Woody L. Hunt College of Business Administration* section of this catalog for requirements.
- **Management Minor:** Please see the *Woody L. Hunt College of Business Administration* section of this catalog for requirements.
- **Speech-Language Pathology Minor for Bachelor of Arts (Liberal Arts) Students:** For students pursuing admission to the Master of Science in Speech-Language Pathology, the SPLO course(s) not selected as part of the minor (totaling 3-4 hours) can be used as elective credit in the Linguistics major. These students are advised jointly by the Linguistics and Speech-Language Pathology departments.
- **Science Minors** are available in Biology, Chemistry, Geology, Mathematics, and Physics. Students should refer to the *College of Science* departmental listings for details.

In Liberal Arts degree plans where a minor is required, students are allowed to select minors from other approved disciplines, in other colleges. If a student selects a 12-hour minor, they must complete two additional courses (6 credit hours) to satisfy the College's minor requirement of 18 credit hours. The additional six hours will be fulfilled by selecting a course from each of the two sections below:

Electives A *(Select one of the following): LEAD 1300, LEAD 2300, LEAD 4350, PHIL 2306, POLS 3350, POLS 3351, POLS 4356, CHIC 4307*
Electives B *(Select one of the following): Any Community Engagement & Leadership designated course (CEL).*
By adding six credit hours in those two fields, Liberal Arts students will satisfy the minor requirement that aligns with the objectives of a Liberal Arts education, among them: a)"...understand(ing) the importance of social change , social justice, and community engagement, and the value of individual responsibility in a society of diverse needs;", and b) "...embark(ing) on lives and careers that advance their personal and professional goals, while representing the values of a democratic, free, diverse, and tolerant society."

Additional Minors, Concentrations, and Certificates

updated 07.08.25

Students are encouraged to explore minors, concentrations, and certificates that support their academic interests and career goals. Planning these options early can help students complete their degrees on time and manage educational costs.

Students should declare optional minors or undergraduate certificates **before completing 90 degree-applicable credit hours**. Degree-applicable credit hours are completed credits that count toward the student's current approved degree plan, including required courses and applicable electives. Credits that do not apply to that plan are excluded from this total.

Regardless of the number of credit hours completed, students seeking to pursue two concentrations or a minor not required by their degree plan must consult with their assigned academic advisor in the CLASS Center and obtain approval from the Dean's Office. Faculty consultation does not substitute for CLASS Center advising or approval from the Dean's Office.

Students seeking to declare a minor associated with the Liberal Arts Honors Program (LAHP) or the Reserve Officers' Training Corps (ROTC), as well as students admitted to the Law School Preparation Institute (LSPI) seeking to declare the Minor in Legal Reasoning, must obtain authorization from the respective program director, regardless of the number of degree-applicable credits completed at the time of declaration.

Requests at or Beyond 90 Credits

Students who have completed 90 or more degree-applicable credit hours must obtain approval from the Dean's Office before adding an optional additional minor, concentration, or certificate, even if the addition would not delay graduation.

Students should work with their academic advisor and the department offering the credential to submit:

- A brief explanation of how the credential supports their academic or career goals.
- A list of completed and remaining courses for the credential.
- A completion plan showing whether the addition would change their anticipated graduation date.
- Recommendations from their academic advisor and the department offering the credential.

Students who have already completed the coursework for an additional credential may also request approval from the Dean's Office to have it added to their academic record, provided they meet all applicable University requirements.

Requests That Would Delay Graduation

Approval of a request that would extend the student's graduation timeline is an exception. The Dean's Office will consider the educational benefits, additional coursework and costs, course availability, and circumstances affecting when the student could reasonably have declared the credential. An approved exception must include an expected completion date.

Students should follow the course sequence needed to complete their degree. Postponing an available required course solely to remain enrolled for an optional credential does not, by itself, justify an exception.

Financial Aid and Further Study

Students considering additional credentials should discuss potential costs and financial aid implications with their academic advisor and the Office of Student Financial Aid. Approval of an additional credential does not guarantee financial aid eligibility.

Students may also explore opportunities to pursue further study after earning their bachelor's degree. Post-baccalaureate admission, available credentials, and financial aid eligibility are subject to University and program requirements.

Required Credentials

These guidelines apply to optional additional credentials. They do not restrict students from completing a minor, concentration, or other requirement that is part of their approved degree program. All existing University and program requirements continue to apply.

Interdisciplinary Minors

The College offers several interdisciplinary programs of study that can be pursued in conjunction with any major (except an interdisciplinary major). These minors require the completion of a minimum of 18 semester hours.

African American Studies

The African American Studies Program offers students an interdisciplinary opportunity to examine the African American experience in detail. Specific requirements are listed under *African American Studies*.

Asian Studies

The Asian Studies Program focuses on Asia's societies and cultures as well as Asian American communities, and builds knowledge and skills important for success in globalizing and diverse contexts. Specific requirements are listed under the Minor in Asian Studies section of this catalog.

Chicano Studies

The Chicano Studies minor offers students four options: Social Science, Humanities, Fine Arts, or Interdisciplinary. Specific requirements can be found under the *Latin-Us Linguistics* section of this catalog.

Humanities

The minor in Humanities is offered through the Humanities Program. Specific requirements are listed under the *Minor in Humanities* section of this catalog.

Latin American and Border Studies

The Latin American and Border Studies Minor provides students in other majors the opportunity to take advantage of the University's rich resources in these areas. Specific requirements are listed in the *Minor in Latin American and Border Studies* section.

Multicultural Society

The Multicultural Society Minor is designed to provide students with a critical understanding of historical and contemporary issues, addressing the intersections of race and ethnicity with class, gender, and other forms of difference and hierarchy across various social groups. Specific requirements are listed in the Minor in Multicultural Society section.

North American Studies

The North American Studies Program educates students in the politics, economics, and societies of Canada, Mexico, and the United States with the primary goals of understanding and explaining interactions in the areas of security, migration, and development. Students will also develop an understanding of the prospects for further continental integration. Specific requirements are listed under *Minor in North American Studies*.

Religious Studies

The Religious Studies minor is designed to provide an interdisciplinary framework within which students can take courses that explore the nature of religion and its impact on human culture, past and present. Courses are academic and non-sectarian in nature. Specific course listings and requirements can be found under *Minor in Religious Studies*.

Translation and Interpretation (Spanish/English)

The Translation and Interpretation Program is designed to provide qualified students the opportunity to acquire skills in these fields. Translation Certificates in either Spanish or English or both will be awarded to those who pass professional-level competency examinations. Consultation with the Program Coordinator is necessary for students to be admitted into the program. Details of the program are listed in the *Languages and Linguistics* section of this catalog.

Women's Studies

The Women's Studies Program provides a broad, interdisciplinary minor in which students can take course work to specialize in issues of gender and/or women. Specific requirements are listed under the *Minor in Women's Studies* section of this Catalog.

Teacher Certification
Graduate Studies
Special Programs

Liberal Arts Honors Program

The Liberal Arts Honors Program [LAHP] offers students a curriculum that is engaging and challenging, and works to prepare students to excel at their next steps, whether applying to graduate school or entering a profession. It also fosters a sense of community among the best students in the College of Liberal Arts. Students complete an 18 hour Honors minor. This minor features both courses designed specifically for and restricted to LAHP students, taught by the best faculty in the college, and courses drawn from existing outstanding offerings in Liberal Arts. Students can also accrue hours through internships taken for course credit and study abroad courses. The minor is designed so that a student should not have to add any additional courses to their degree plan to complete it. The Honors minor

upon completion appears on student transcripts. The LAHP offers other benefits as well. The honors projects required of LAHP students enable them to work closely with outstanding Liberal Arts faculty, and their finished projects enhance their applications to graduate school or their job applications. The lectures the LAHP sponsors introduce students to leading intellectuals and professionals, and enable its students to meet and network with these visitors to campus in small gatherings only for LAHP members. For additional information refer to the Liberal Arts Honors Program website

Military Science

Military Science courses are designed to afford the student an opportunity to become a commissioned officer in the U.S. Army. These courses provide leadership training and military-skills training required of an Army officer. Army ROTC is open to all students in all academic majors leading to a bachelor's degree. Graduate students can also participate in ROTC; however, it is highly recommended that graduate student prospects speak with the Military Science

Pre-Law

UTEP is an excellent place to prepare for law school. Law schools seek well-trained graduates from all disciplines, including sciences, math, languages, social sciences, health sciences, business, education, and liberal arts. In selecting students, law schools are less interested in a student's major than in evidence that the student has well-developed analytical skills, writing skills, and skills in critical-reading skills. Any course or major that helps students acquire these skills is appropriate for Pre-Law students. For more information, students should contact a Pre-Law advisor.

Proficiency Level Waiver

In addition to credit for non-traditional educational experiences (http://catalog.utep.edu/admissions/undergraduate/credit-by-examination/), students can request a proficiency level waiver for up to three upper-level credits (43XX or 33XX), and six lower-level credits for undergraduate degree programs to fulfill major and minor requirements in their degree plan. Assessment of proficiency level will take place through written test, oral examination, and performance or portfolio as determined by a department committee integrated by faculty with expertise in the field. The committee will submit proper documentation of the assessment for state auditing, explain how he expected learning outcomes were verified. Once the Department Chair and Dean accept the committee recommendation, the CLASS Center will process the approved proficiency waiver and enter in into the student record. Requirements earned through this process do not contribute to the UTEP degree requirement for completion of 30 semester hours in residence and are not included in the grade point average (GPA) calculation since they earn 0 credit hours.

**Please note: the proficiency waiver(s) does not count toward the minimum 120 credit hours required for degree completion; additional hours may be required to fulfill hours granted by waiver(s). Contact your academic advisor to determine if any additional hours are required.*