

Rochester INSTITUTE OF TECHNOLOGY

Minor Program proposal form

Saunders college of business

**Name of Certifying Academic Unit: Saunders College of Business**

**Name of Minor:** Accounting

**Brief description of the minor to be used in university publications**

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| Every company in every field employs accountants, who are critical members of organizational management. Accountants enjoy diverse and interesting career opportunities. The minor in accounting provides RIT students from outside of business with an introduction to several key areas of accounting practice, while elevating their analytical and organizational skills. Business students completing a different major will broaden their learning experience and professional opportunities by having more breadth and depth of accounting knowledge |

**1.0 Minor Program Approvals**

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| --- | --- | --- |
|  | Approval request date: | Approval granted date: |
| Academic Unit Curriculum Committee | 12/22/11 | 03/21/12 |
| College Curriculum Committee | 03/21/12 | 05/04/12 |
| Inter-College Curriculum Committee | 05/04/12 | 05/14/12 |

**2.0 Rationale:**

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript.

How is this set of academic courses related?

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| The courses provide a foundation for understanding the accounting function in business organizations, which might be extended to government and not-for-profit organizations depending on choice of courses. The accounting function plays a critical role in managing every organization, so understanding it is a significant benefit for graduating students. These courses are related in that they 1) provide foundational knowledge that builds from course to course, and also 2) allow students various options for further exploration. |

**3.0 Multidisciplinary Involvement:**

If this is a multidisciplinary minor spanning two or more academic units, list the units and their role in offering and managing this minor.

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| Not applicable. |

**4.0 Students Ineligible to Pursue this Minor:**

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

Please list below any home programs whose students will not be allowed to pursue this minor, provide the reasoning, and indicate if this exclusion has been discussed with the affected programs:

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| The B.S. accounting program is the only program that should be excluded, as all courses in the minor are part of that program. |

**5.0 Minor Program Structure, Sequence and Course Offering Schedule:**

Describe the structure of the proposed minor and list all courses, their anticipated offering schedule, and any prerequisites.

* All minors must contain at least fifteen semester credit hours;
* Minors may be discipline-based or interdisciplinary;
* In most cases, minors shall consist of a minimum of two upper division courses (300 or above) to provide reasonable breadth and depth within the minor;
* As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree;
* Provide a program mask showing how students will complete the minor.

Narrative of Minor Program Structure:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | The program consists of a total of 15 credit hours over five courses. The two required courses and a listing of optional courses are detailed below. At least two of the three optional courses must be accounting (ACCT) courses. | | | | | | | |
| Course Number & Title | | | SCH | Required | Optional | Fall | Spring | Annual/Biennial | Prerequisites |
| ACCT 110, Financial Accounting | | | 3 | X |  | X | X | Annual | None |
| ACCT 210, Management Accounting | | | 3 | X |  | X | X | Annual | ACCT 110 |
| ACCT 345, Accounting Information Systems | | | 3 |  | X | X | X | Annual | ACCT 110 and Sophomore Status |
| ACCT 360, Intermediate Financial Accounting I | | | 3 |  | X | X | X | Annual | ACCT 110; ACCT 210 and Junior Status |
| ACCT 365, Intermediate Financial Accounting II | | | 3 |  | X | X | X | Annual | ACCT 360; FINC 220 and Junior Status |
| ACCT 420, Personal and Small Business Taxation | | | 3 |  | X | X | X | Annual | ACCT 110 and Junior Status |
| ACCT 430, Cost Accounting | | | 3 |  | X | X | X | Annual | ACCT 110; ACCT 210; FINC 220 and Junior Status |
| ACCT 440, Advanced Taxation | | | 3 |  | X |  |  | Annual | ACCT 420 |
| ACCT 450, Accounting for Government and Not-for-profit Organizations | | | 3 |  | X |  | X | Varies | ACCT 360; ACCT 365 and Junior Status |
| ACCT 460, Forensic Accounting and Fraud Examination | | | 3 |  | X | X | X | Annual | ACCT 210 and Junior Status |
| ACCT 489, Seminar in Accounting | | | 3 |  | X |  |  | Varies | ACCT 110, ACCT 210, and Junior Status |
| ACCT 490, Auditing | | | 3 |  | X | X |  | Annual | ACCT 365 |
| ACCT 510, Internal Auditing | | | 3 |  | X |  | X | Annual | ACCT 210 and Junior Status |
| ACCT 540, Advanced Accounting | | | 3 |  | X | X | X | Annual | ACCT 365 and Junior Status |
| FINC 120, Personal Financial Management | | | 3 |  | X | X | X | Annual | None |
| FINC 220, Financial Management | | | 3 |  | X | X | X | Annual | (ECON-101 or ECON-201) and ACCT-110 and (STAT-145 or STAT-251 or CQAS-251 or MATH-251 or MATH-252 or STAT-205) or equivalent courses. |
| BLEG 200, Business Law I | | | 3 |  | X | X | X | Annual | None |
| MGMT 340, Business Ethics and Corporate Social Responsibility (for non-Saunders students only) | | | 3 |  | X | X | X | Annual | Junior Status |

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| Total credit hours: | 15 |

**Minor Course Conversion Table: Quarter Calendar and Semester Calendar Comparison**

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| **Directions: The tables on this page will be used by the Registrar’s office to aid student’s transitioning from the quarter calendar to the semester calendar.**  **If this minor existed in the quarter calendar and is being converted to the semester calendar, please complete the following tables.**  **If this is a new minor that did not exist under the quarter calendar, do not complete the following tables.**  Use the following tables to show minor course comparison in quarter and semester calendar formats. Use courses in the (2011-12) minor mask for this table. Display all required and elective minor courses. If necessary, clarify how course sequences in the quarter calendar convert to semesters by either bracketing or using some other notation. |

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| --- | --- |
| Name of Minor in Semester Calendar: | Accounting |
| Name of Minor in Quarter Calendar: | Accounting |
| Name of Certifying Academic Unit: | E. Philip Saunders College of Business |

| **QUARTER: Current Minor Courses** | | | **SEMESTER: Converted Minor Courses** | | |  |
| --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | QCH | Course # | Course Title | SCH | **Comments** |
| 0101-301 | Financial Accounting | 4 | ACCT110 | Financial Accounting | 3 |  |
| 0101-302 | Management Accounting | 4 | ACCT210 | Management Accounting | 3 |  |
| 0101-345 | Accounting Information Systems | 4 | ACCT345 | Accounting Information Systems | 3 |  |
| 0101-408  0101-409 | Financial Reporting and Analysis I & II | 4 | ACCT360 | Intermediate Financial Accounting I | 3 |  |
| 0101-409 | Financial Reporting and Analysis II | 4 | ACCT365 | Intermediate Financial Accounting II | 3 |  |
| 0101‑522 | [Personal And Small Business Taxation](http://register.rit.edu/courseSchedule/0101522) | 4 | ACCT420 | [Personal And Small Business Taxation](http://register.rit.edu/courseSchedule/0101522) | 3 |  |
| 0101-523 | Advanced Taxation | 4 | ACCT440 | Advanced Taxation | 3 |  |
| 0101-554 | Seminar in Accounting | 4 | ACCT489 | Seminar in Accounting | 3 |  |
| 0104-220 | Personal Financial Management | 4 | FINC120 | Personal Financial Management | 3 |  |
| 0104-350 | Corporate Finance | 4 | FINC220 | Financial Management | 3 |  |
| 0110-319 | Legal Environment of Business | 4 | BLEG200 | Business Law I | 3 |  |

Note: The above listing of courses includes all accounting courses offered except for ACCT-500-Cost Management in Technical Organizations. As new accounting courses are added to the curriculum, such new courses will automatically be acceptable for credit in the minor, unless specifically excluded as ACCT-500 has been.

Policy Name: **D1.1 MINORS POLICY**

 1. Definition

A minor at RIT is a related set of academic courses consisting of no fewer than 15 semester credit hours leading to a formal designation on a student's baccalaureate transcript.

The purpose of the minor is both to broaden a student's college education and deepen it in an area outside the student’s major program. A minor may be related to and complement a student’s major, or it may be in a completely different academic/professional area.   It is the responsibility of the academic unit proposing a minor and the unit’s curriculum committee to indicate any home programs for which the minor is not a broadening experience.

In most cases, minors shall consist of a minimum of two upper division courses to provide reasonable breadth and depth within the minor.

2. Institutional parameters

1. Minors may be discipline-based or interdisciplinary;
2. Only matriculated students may enroll in a minor;
3. At least nine semester credit hours of the minor must consist of courses not required by the student's home program;
4. Students may pursue multiple minors.  A minimum of nine semester credit hours must be designated towards each minor; these courses may not be counted towards other minors;
5. The residency requirement for a minor is a minimum of nine semester credit hours consisting of RIT courses (excluding "X" graded courses);
6. Posting of the minor on the student's academic transcript requires a minimum GPA of 2.0 in each of the minor courses;
7. Minors may not be added to the student's academic record after the granting of the bachelor's degree.

3. Development/approval/administration processes

* 1. Minors may be developed by faculty at the departmental, inter-departmental, college, or inter-college level. As part of the minor development process:
     1. students ineligible for the proposed minor will be identified;
     2. prerequisites, if any, will be identified;
  2. Minor proposals must be approved by the appropriate academic unit(s) curriculum committee, and college curriculum committee(s), before being sent to the Inter-College Curriculum Committee (ICC) for final consideration and approval.
  3. The academic unit offering the minor (in the case of interdisciplinary minors, the designated college/department) is responsible for the following:
     1. enrolling students in the minor (as space permits);
     2. monitoring students progress toward completion of the minor;
     3. authorizing the recording of the minor's completion on student's academic records;
     4. granting of transfer credit, credit by exam, credit by experience, course substitutions, and advanced placement;
     5. responding to student requests for removal from the minor.
  4. As per New York State requirements, courses within the minor must be offered with sufficient frequency to allow students to complete the minor within the same time frame allowed for the completion of the baccalaureate degree.

4. Procedures for Minor revision

It is the duty of the college curriculum committee(s) involved with a minor to maintain the program’s structure and coherence.  Once a minor is approved by the ICC, changes to the minor that do not have a significant effect on its focus may be completed with the approval of the involved academic unit(s) and the college curriculum committee(s).  Significant changes in the focus of the minor must be approved by the appropriate academic unit(s) curriculum committee(s), the college curriculum committee(s) and be resubmitted to the ICC for final consideration and approval.

UPDATED MINOR TO REFLECT FINC220 NAME CHANGE FROM CORPORATE FINANCE TO FINANCIAL MANAGEMENT AND UPDATED PREREQUISTES AS THEY WERE NOT CORRECT; LB 5-16-2016