The College of New Jersey

New Minor Approval or Change in Minor

Name of Minor:

Term Effective Date:

Home School:

Home Department:

Type of Approval

\_\_\_ New Minor within a Department \_\_\_ New Interdisciplinary Minor

\_\_\_Modification of Existing Minor \_\_\_Deactivation of Existing Minor (no replacement)

Briefly describe the minor and its requirements. For interdisciplinary minors, list other departments and schools with courses included in the minor.

Initial Approval

In the case of new minors, the signatures indicate that all affected units within a school have reviewed the attached proposal, and that the attached proposal includes a detailed outline of the curriculum and needed resources such as: a. faculty and support of instruction for all units involved; b. library resources; c. equipment, laboratory support, and computer support; and d. facilities for all units involved. If the minor does not involve courses outside the home department, the proposal is submitted to the Steering Committee after this step.

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School Curriculum Committee Date

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Additional Approvals for Interdisciplinary Minors

In the case of interdisciplinary minors, the new minor proposal must also include signatures from the department chairs of all affected units, indicating their review. Signatures from department chairs of affected units should be included in the proposal itself. On this form, include approvals from curriculum committees and deans of all involved schools. The role of the school curriculum committee(s) is to ensure that all procedures have been followed in the approval process, including review by all affected departments, and that the proposed minor is consistent with the mission of the College and can be reasonably supported with resources.

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School Curriculum Committee Date

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Dean Date

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School Curriculum Committee Date

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Dean Date

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School Curriculum Committee Date

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Dean Date

**Please provide approvals from any additional school curriculum committees and deans on an attached sheet.**

College Governance

If recommended by the school curriculum committee(s), the proposal is submitted to the Steering Committee to be forwarded to the Committee on Academic Programs (CAP) for its review and recommendation.

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Final Approval

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