

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.

Department Chair

Date

School Curriculum Committee Chair

Date

Dean

Date

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. 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.

Curriculum Committee

Date

Dean

Date

Curriculum Committee

Date

Dean

Date

Curriculum Committee

Date

Dean

Date

College Governance

If recommended by the school 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.

Steering (indicating review by CAP)

Date

Final Approval

Provost

Date