

# Minor Approval Checklist<sup>1</sup>

## Proposal Content – Proposal includes the following:

- ☐ Brief description of the minor with rationale, need, and demand
- ☐ Detailed curriculum outline
- ☐ Course syllabi
- ☐ Resource requirements:
  - ☐ Faculty and instructional support
  - ☐ Library resources
  - ☐ Equipment, laboratory, and computer support
  - ☐ Facilities
- ☐ No units affected by the proposal were overlooked. (If this minor impacts other units, all the pertinent stakeholders have provided input or been notified of that proposal.)

## Construction of the Minor

- ☐ Consists of five full courses OR four full courses plus an approved experience.
- ☐ At least two courses are at the 300-400 level.
- ☐ If including an approved experience, it is connected to an existing credit-bearing TCNJ course worth 1 CU.
- ☐ Minor requirements are specifically designated by the department offering the minor.

## Adherence to the Approval Process

- ☐ Proposal has been reviewed and approved by the department curriculum committee.
- ☐ Proposal and [New Minor Approval or Change in Minor form](#) is signed by the department Chairperson.
- ☐ Proposal is approved by all departments contributing courses to it. Documentation of approval is appended to the program proposal (i.e., signature of departmental Chairpersons or confirmation email).
- ☐ Proposal is reviewed by the school curriculum committee of the home department.
- ☐ Proposal is approved by the Dean of the school.

**\*\*For an interdisciplinary minor:**

- ☐ Proposal is reviewed by the curriculum committees of all schools included in the minor program.
- ☐ Proposal is approved by the Deans of all schools involved.

## CAP Approval

- ☐ Vote to indicate concurrent or non-concurrence.
- ☐ Prepare a final recommendation to Steering.

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<sup>1</sup>Adapted from *Minors – Approval Process* Policy, Effective 1/12/2022  
<https://tcnj.policystat.com/policy/12675952/latest>