Minor Creation Process

Department
- Generate Minor Request
- Submit Formal Memo
  - Chair Approval
    - Yes
    - No → Minor Denied
  - No → Dean Approval
    - Yes
    - No

College
- Review Minor for Curriculum Plan
- Notification of Decision
  - Yes
  - No → Add Minor to Catalog for Requested Term

Graduate Studies
- Present to CAD
- Provost Approval
  - Yes
  - No → Build Minor in Banner and DegreeWorks

Office of the Provost
- Add Minor to Catalog for Requested Term
  - Yes → Notify Campus Community

Registrar’s Office
- Input Minor in Catalog Template
  - Yes
  - No
MINOR PROCESS
Creation/Modification

1) **Faculty Member**: A formal memo request is generate, containing the following information:

   a. Description of (Title, Credit hours, Purpose, Goals
   b. Justification for
   c. Administration of (College/Department(s) housed, coordinator, etc.
   d. Requirements for completion (Curriculum)

2) **Faculty Member**: The memo (hard-coy) request travels through the following review/approval chain:

   a. Department Chair (Approval)
   b. College Dean (Approval)
   c. Office of Graduate Studies (Curriculum Review)

3) The memo request is brought before CAD (Approval)

4) The **Provost** makes final decision

5) The Office of Graduate Studies sends a communication notifying the—**Faculty Member**, **Department Chair**, and **College Dean**—of the decision along with, if approved, a Template for addition/modification to the catalog.

6) The Office of Graduate Studies sends a communication notifying the Registrar’s Office of the addition/modification and providing the required information.

7) Upon the receipt of completed catalog template, the addition/modification of the minor is completed.