Curriculum Change Proposal: New Minor

This document should be used as a planning tool and a reference for Curriculum Change Proposal (CCP) submission.

As you fill out the CCP form, you will be asked to upload required documents. These upload submissions will replace the act of turning in documents to various offices by email. For a new minor CCP, you will upload a Word .doc with changes to the catalog language.

To propose a new minor, you should have the following information before filling out the New Minor Qualtrics form:

Basic Information
- Proposed catalog year cycle for implementing the new minor
- Name of the new minor
- The College/School and, if applicable, the Department sponsoring the minor
- Names of all individuals who supplied: Departmental approval, College approval, and Dean approval, along with approval dates.

Catalog Language and Proposal Rationale
- The title, along with any subsections, of the catalog to be changed.
  - For reference, see Undergraduate Catalog here and see Law Catalog here
- You will also be asked to supply a separate Word .doc containing the catalog language, striking through and replacing only the specific language to be changed. Underline added words. Please do not use track changes, and do not include hyperlinks in your answer.
- The general objective for the new degree program (e.g. why is this degree minor necessary/desirable?)

Logistics
- Number of students expected to receive the minor each semester
- Maximum number of students who can be in the minor program at any given time
- Admissions requirements
- Number of hours required for completion (transcript-recognized undergraduate academic minors require a minimum of 15 hours of course work but no more than 18 hours)
- Name, title, College, Department, highest degree and awarding institution for all members on the Minor Faculty Committee (the Faculty Committee for a minor must have a minimum of 5 members and at least 2/3 of the committee must be tenured or tenure-track. In cases where minors are offered in the same field of study as a major, the faculty of the unit offering the major will de facto constitute the faculty committee for the minor, and the department chair (or designate) will be designated as the committee chair for the minor)
- Minor Faculty Committee Chair
• For each course that will qualify for the new minor:
  o Abbreviation
  o Number
  o Title
  o Semester credit hours
  o Whether the course requires any prerequisites
    ▪ If so, what those prerequisites are
• Other requirements for the minor, including requirements that might not be included in the catalog language
• You will be given the (optional) opportunity to suggest a CIP code for the new minor. Use the [federal CIP code selector site](https://www.njic.org) to review codes. If you do decide to suggest a CIP code, you will be asked to provide a brief rationale for your choice.

**Out-of-Program Impact**

*If your proposed minor will have a discernable effect on other academic units (e.g. budget, student enrollment), you are required to obtain approval from those units. Approval can only be granted by a Dean, an Associate/Assistant Dean, or a Chair/Director.*

First, the CCP form will ask several questions to attempt to assess whether this minor will have an impact on any academic programs outside of the unit proposing the change. You will need to know if the minor:

• Involves courses in other colleges/schools
• Involves courses in your college that are frequently taken by students in other colleges
• Might cause a net increase or a net decrease in the number of students from your college taking courses in other colleges
• Might cause a net increase or a net decrease in the number of students from outside your college taking courses in your college
• Involves changes to the core curriculum or other basic education requirements

If it is clear that the minor will affect specific outside programs, the form requires you to provide the approval information for any affected units including:

• Title of approver (must be a Dean, Associate/Assistant Dean, or a Chair/Director)
• Name of approver
• Date of approval
• Approving unit’s official response