**Process for approved Minors**

The Office of the Senior Associate Provost in conjunction with Inter-College Curriculum Committee (ICC) Chair, Mary Beth Parker has been working on streamlining and simplifying the Minors approval process. Please follow these steps in obtaining approval for a new Minor:

1. Forward the Minor Proposal to Mary Beth Parker, Chair of ICC for review and approval
2. After review and approval by ICC , the Chair of ICC will forward the Minor Proposal electronically to the Provost for approval, with a copy to the Senior Associate Provost
3. If the Provost approves the proposal:
	1. Provost sends approval to ICC and the Sr. Associate Provost
	2. The Office of the Senior Associate Provost will forward the proposal to the Registrar’s office
	3. The Proposal Form will be archived in the Office of the Senior Associate Provost
	4. The Proposal Form will also be stored electronically on the NYSED File Share
4. If the Provost does not approve the proposal:
	1. The proposal will be returned to the ICC
	2. The ICC will return the proposal to the initiator for edits
5. After the edits are made the proposal is returned to ICC for review and approval
6. The Chair of ICC will forward the updated Minor Proposal electronically to the Provost for approval, with a copy to the Senior Associate Provost
7. Once the Provost approves the minor, the Office of the Senior Associate Provost will forward a copy of the approved proposal to the Registrar’s Office and to the University Publications Office
8. All correspondence should be between the initiator, the ICC and the Office of the Senior Associate Provost

To make it easier for you to check the status of a Minor, a section has been added to the Academic Program Curriculum Management Website under Minors Approved Proposals.  All Minors proposal are listed by college. The status of the proposal or the approval date in also indicated.  You can click on the Minor to view the proposal form once it has been approved.