**Discontinuing a Minor**

1.  Have the discontinuance reviewed by the department curriculum committee

2.  If the department and the dean are in agreement about discontinuing, send a memo to Karel   
 Shapiro kdsdfp@rit.edu or Stephanie Rankin, smrdfp@rit.edu in the Office of the     
     Senior Associate Provost requesting that discontinuance occur.  In that memo, include the   
 following;

           a.   Rationale for discontinuance

           b.   Plan for how current students in the minor will be able to complete the minor

3.  The Office of the Senior Associate Provost will share the request with the Provost and then   
 take care of ensuring that the minor is removed from all marketing, bulletin  
     and website information.

4.  The Office of the Senior Associate Provost will notify Registrar's Office and University   
 Publications.