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| Minor Addition/Modification Action Form |
| |  | | --- | |  | | **1. Date:** Date | | **2. Type of Action (check one):** | | **Minor modification of a Minor\*** **Add new Minor†**   **Significant changes to focus of a Minor†** | | **3.** **Minor Title:** Program Title | | **4. How many courses are included in this Minor addition/modification?** Number of Courses | | *Existing minor: List courses to be added/modified/deleted on next page of this form.*  *New minor: List courses to be added on RIT’s Minor Proposal Form.* | | **5.** **Department:** Department | | **6.**  **Department Chair’s Letter of Support describing curriculum action attached.** | | **7. Department Chair’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | *Please submit this signed form to NTID Curriculum Resource Associate for further processing.* | | **8. Submitted to the NCC: \_\_\_/\_\_\_/\_\_\_** | | **9. A. NCC Action: \_\_\_/\_\_\_/\_\_\_** | | **\_\_\_\_ Vote to Recommend Approval with no revision** | | **\_\_\_\_ Vote to Recommend Approval - Revisions Necessary Revisions received: \_\_\_/\_\_/\_\_\_** | | **\_\_\_\_ No vote taken - Returned for Revision Revisions received: \_\_\_/\_\_/\_\_\_** | | **\_\_\_\_ Vote to Recommend Disapproval** | | **Comments:** | | **B. NCC Action: \_\_\_/\_\_\_/\_\_\_ (if resubmitted)** | | **10.**  **NCC Chair’s Letter describing final NCC recommendation received.** | | **11. NCC Chair’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | **12. Submitted to the Associate VP for Academic Affairs (AVPAA) Date: \_\_\_/\_\_\_/\_\_\_** | | **13. AVPAA’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_** | | **14. Submitted to ICC\*\* Date: \_\_\_/\_\_\_/\_\_\_ Date Approved: \_\_\_/\_\_\_/\_\_\_** | | **15. Inform NTID Student Records/Registrar Date: \_\_\_/\_\_\_/\_\_\_** | |  | | ***\* Approvals: Dept., NCC, AVPAA, NTID Registrar*** | | **† *Approvals: Dept., NCC, AVPAA, ICC, NTID Registrar*** | | ***\*\* ICC will submit to Provost/Vice Provost and RIT Registrar*** | |

**Minor Addition/Modification Action Form** *(continued)*

**List all courses to be added/modified/deleted\*\*\* as part of a minor addition/modification:**

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| **Select Add, Modify,  Delete from minor (Keep active in SIS),**  **Delete from minor and Deactivate in SIS** | **Course Title** | **Course Number** |
| Select | Course Title | Course # |
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\*\*\*To deactivate a course in SIS, submit the course outline, select ‘Deactivated’ and effective date in Section 1. If the course that is deleted from the program and/or deactivated from SIS, is a pre-req on another course, a revised course outline for the other course must also be submitted.