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| Minor Addition/Modification Action Form |
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| **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: \_\_\_/\_\_\_/\_\_\_** |
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| ***\* Approvals: Dept., NCC, AVPAA, NTID Registrar*** |
| **† *Approvals: Dept., NCC, AVPAA, ICC, NTID Registrar*** |
| ***\*\* ICC will submit to Provost/Vice Provost and RIT Registrar*** |

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**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 # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
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| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |
| Select |  Course Title |  Course # |

\*\*\*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.