



AREA 1: Submission Information

College: _____

Department: _____

Degree: _____

Proposed Effective Term: _____

Person completing this application: _____

Title: _____

Phone: _____

Email: _____

Date Submission Started: _____

AREA 2: Checklist for Approvals

Departmental Faculty

Graduate Dean*

Department Head

Associate Deans Acad. Council (ADAC)-
*information item only

College Curriculum Committee

Send to Registrar's Office (coding)

Academic Dean

**For Masters/Doctoral Minors only.*

AREA 3: General Questions

1. **New academic program(s):**

Undergraduate Minor

Graduate Minor

REQUIRED ATTACHMENTS

A. Catalog Description of the Program that includes

- o Name of the program
- o Descriptive summary of the program
- o Course requirements
- o Admissions requirements (if any)

If the program is approved, catalog description will be published in the appropriate catalog and must be posted on the department website.



New Minors Form

2. **Approvals.** Do any of the approvals identified below fit to your college, community college, department or program? (Yes or No.) If Yes, explain the situation

a. Is your proposed addition using courses from another department/college?

b. If yes to the above question, has the department already gotten the approval from those department(s)/college(s) prior to the submission of this program addition?

Departmental (faculty): Yes No N/A Signature: _____

College: Yes No N/A Signature: _____

Community College: Yes No N/A Signature: _____

AREA 4: Topic Specific Questions

Section A. Characteristics of the Change Requested

1. Identify the basic characteristics of the proposed educational program as indicated below:

a) total credit hours for completion of the program

b) proposed initial date for implementation of the program

c) primary target audience for the program (e.g., full-time, part-time, traditional college age, working adults, transfer students, military personnel, or particular ethnic group)



New Minors Form

Contact Information
debgiron@nmsu.edu
krkeyes@nmsu.edu

AREA 5: Approval Signatures (in sequential order)

Departmental Faculty:	Date:
Department Head:	Date:
College Curriculum Committee:	Date:
Academic Dean:	Date:
Graduate Dean*:	Date:

AREA 6: Internal Processing: (REGISTRAR'S OFFICE PROCESSING ONLY)

AREAS	BANNER CODING	DESCRIPTION
Campus		
College		
Level		
Banner Program		
Degree		
Major		
CIP Code		
Financial Aid		
Banner Rule #		
Term		
Credit Hours		
Note		