



Termination of Minor

Catalog Title of Minor:

Name and contact information for future correspondence:

Academic Unit - School/College:

CAS KSB SOC SIS SPA SPExS Other:

Teaching Unit – Department or Program:

Date effective:

Required Signatures	Name	Signature	Date
Teaching Unit Chair or Director			
EPC Chair			
Primary Academic Unit Dean			
Second Academic Unit Dean (if applicable)			
Faculty Senate Chair			
Provost's Designee (VPUG or VPGR)			

Date sent to the Office of the University Registrar:



Termination of a Minor

Order of Review

After review by the academic unit, prepare the document for circulation and comments.

1. During the circulation and comment period (customarily 10 working days):
 - Send document to other academic units for comment.
 - Post the document for public comment (Today@AU).
 - Respond to comments or make changes to the proposal as appropriate.
2. At the end of the comment period:
 - If no adjustments are needed, the academic unit submits the proposal and compilation of comments and responses to facultysenate@american.edu.
 - If adjustments are needed, the academic unit rewrites and submits the proposal and compilation of comments and responses to facultysenate@american.edu.
 - *All comments to the proposal and responses to comments must be compiled into one PDF document and included with the proposal.*
3. The Faculty Senate conducts a formal review of the final proposal:
 - If the Faculty Senate returns the proposal to the unit for revision, every effort must be made to address its recommendations.
 - The Faculty Senate may reject a proposal if it is not satisfied with responses to its recommendation for changes to a proposal.
4. The Faculty Senate Chair submits the Faculty Senate's recommendation to the Office of the Provost.
5. The Provost or Provost designee makes the final decision.
6. If approved by the Provost or designee, the proposal is forward to the Office of the University Registrar via curriculum_services@american.edu.

Proposal Template

Copy and paste the questions below into a new MS Word document and address all questions asked. Please preserve the formatting (including numbering) to facilitate the review process.

- I. Identifying Information
 - a) Academic unit
 - b) Teaching unit
 - c) Affected minor
 - d) Proposed effective date

- II. Rationale
 - a) Please describe the rationale for terminating the minor.
 - b) Does this change affect any other academic unit or teaching unit? If so, please include statements from the affected units.
 - c) Does this change affect any faculty or other resources? Please explain.
 - d) If applicable, how will students currently pursuing the minor be accommodated?

- III. Please list any courses that are to be terminated. Note that a Termination of Course Proposal must be submitted separately for each affected course.

- IV. Catalog Copy
 - a) Besides the deletion of the program listing, please note any other revisions to the University Catalog necessitated by the termination.