CHECKLIST FOR DELETING A MINOR/CONCENTRATION

Use this checklist if you would like to delete an existing Minor. *Note: Course change, create and delete forms need to be submitted in conjunction with a minor change.*

- Entered contact name address, email and department in the Program course create form.
- Discussed with the Curriculum Team and/or entered the correct Effective term for the semester and the catalog year the change should become effective.
- Entered the data in section III that applied to my minor/concentration. Made sure to answer the questions and enter all information in the Course/Student Information box.
- Received all three required signatures.
- Included any course create, change, and or delete forms if necessary.
- **Submitted to the Curriculum Team.**
- Attend the Faculty Senate Meeting when the minor change is up for review.

Once approved by the FSCC, you will receive notice from the Curriculum Team when the minor/concentration has been deleted from in the catalog, people soft, and degree audit systems.