

## Approval Chart for Curriculum Changes

A = Approve      I= Information Item<sup>1</sup>      R= Advise & Respond<sup>2</sup>

Course Number \_\_\_\_\_ or Degree Plan(s) Master of Science in Occupational Therapy  
 State the requested change and reason. A memo may be attached if more space is necessary.

**A. MSOT Program Course Sequence Change**

- 1.) Changing Degree plan (Registrars document and rationale attached)
- 2.) I am not including OCCT 605; OCCT 701; OCCT 715; OCCT 791.

**B. Admission Requirements**

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

| COUNCIL <sup>3</sup> |                                                                                                                   |              |                  |       |     |      |      |      |         |           |
|----------------------|-------------------------------------------------------------------------------------------------------------------|--------------|------------------|-------|-----|------|------|------|---------|-----------|
|                      | Change to a Course                                                                                                | Dept./School | College Academic | Deans | TEC | UGEC | UUAC | GRAD | Provost | President |
| 1.                   | Title (description unchanged)                                                                                     | A            | A                | A     | I   |      |      |      | I       | I         |
| 2.                   | Description (not affecting content)                                                                               | A            | A                | A     | I   |      |      |      | I       | I         |
| 3.                   | Content (substantive change)                                                                                      | A            | A                | A     | I   |      |      |      | A       | A         |
| 4.                   | Number of hours (lecture, lab, contact)                                                                           | A            | A                | A     | A   |      |      |      | A       | A         |
| 5.                   | Course number within the hundred                                                                                  | A            | A                | I     | I   |      |      |      | I       | I         |
| 6.                   | Course number beyond the hundred                                                                                  | A            | A                | A     | A   |      |      |      | A       | A         |
| 7.                   | Prerequisites                                                                                                     | A            | A                | A     | I   |      |      |      | I       | I         |
| 8.                   | Course fee(s)                                                                                                     | A            | --               | A     | --  |      |      |      | A       | I         |
| 9.                   | From U to G <i>or</i> G to U                                                                                      | A            | A                | A     | A   |      |      |      | A       | A         |
| 10.                  | Cross list with another department: U or G level                                                                  | A            | A                | A     | A   |      |      |      | A       | A         |
| 11.                  | Department of record                                                                                              | A            | A                | A     | A   |      |      |      | A       | A         |
| 12.                  | Open or close a course                                                                                            | A            | A                | A     | A   |      |      |      | A       | A         |
| 13.                  | New course — See website for application and process.<br>This change includes combining or splitting a course(s). | A            | A                | A     | A   |      |      |      | A       | A         |

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

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|     |                                                                                                             | COUNCIL <sup>3</sup> |                  |       |     |      |      |      | Provost | Faculty | President | Board of Trustees |
|-----|-------------------------------------------------------------------------------------------------------------|----------------------|------------------|-------|-----|------|------|------|---------|---------|-----------|-------------------|
|     | Change to a Degree Plan                                                                                     | Dept./School         | College Academic | Deans | TEC | UGEC | UUAC | GRAD |         |         |           |                   |
| 1.  | University Requirements — Change in approved course content <sup>6</sup>                                    | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 2.  | University Requirements — Add or drop a required course from the University Requirements chart <sup>6</sup> | A                    | A                | A     | A   |      |      |      | A       | A       | A         | --                |
| 3.  | University Requirements — Add or drop a course from a menu within the University Requirements <sup>6</sup>  | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 4.  | University Requirements — Change hours within a menu on the University Requirements chart <sup>6</sup>      | A                    | A                | A     | A   |      |      |      | A       | A       | A         | --                |
|     |                                                                                                             |                      |                  |       |     |      |      |      |         |         |           |                   |
| 5.  | Major — Revision of major <sup>4,5</sup>                                                                    | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 6.  | Major — Adopt or change admission requirements                                                              | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 7.  | Major — Add <sup>4,5</sup>                                                                                  | A                    | A                | A     | A   |      |      |      | A       | A       | A         | I                 |
| 8.  | Major – Discontinue (proposed by the department or college)                                                 | A                    | A                | A     | A   |      |      |      | A       | A       | A         | I                 |
| 9.  | Major – Discontinue (proposed by the Provost)                                                               | See below.           |                  |       |     |      |      |      |         |         |           |                   |
|     |                                                                                                             |                      |                  |       |     |      |      |      |         |         |           |                   |
| 10. | GPA — Revise major or cumulative requirement                                                                | A                    | A                | A     | A   |      |      |      | A       | A       | A         | --                |
|     |                                                                                                             |                      |                  |       |     |      |      |      |         |         |           |                   |
| 11. | Minor — Revise course selection                                                                             | A                    | A                | A     | I   |      |      |      | I       | --      | I         | --                |
| 12. | Minor — Add                                                                                                 | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 13. | Minor – Discontinue (proposed by the department or college)                                                 | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |
| 14. | Minor – Discontinue (proposed by the Provost)                                                               | See below.           |                  |       |     |      |      |      |         |         |           |                   |
|     |                                                                                                             |                      |                  |       |     |      |      |      |         |         |           |                   |
| 15. | Degree — Add                                                                                                | A                    | A                | A     | A   |      |      |      | A       | A       | A         | I                 |
| 16. | Degree – Discontinue (proposed by the department or college)                                                | A                    | A                | A     | A   |      |      |      | A       | A       | A         | I                 |
| 17. | Degree – Discontinue (proposed by the Provost)                                                              | See below.           |                  |       |     |      |      |      |         |         |           |                   |
| 18. | Any change to a graduate degree program                                                                     | A                    | A                | A     | A   |      |      |      | A       | --      | A         | --                |

| COUNCIL <sup>3</sup> |                                                                |         |            |      |     |      |          |         |           |                   |
|----------------------|----------------------------------------------------------------|---------|------------|------|-----|------|----------|---------|-----------|-------------------|
|                      | Provost-Proposed Change                                        | Provost | Department | Dean | TEC | UUAC | Graduate | Faculty | President | Board of Trustees |
| 1.                   | Major/Graduate Program – Discontinue (proposed by the Provost) | A       | R          | R    | A   |      |          | A       | A         | I                 |
| 2.                   | Minor – Discontinue (proposed by the Provost)                  | A       | R          | R    | A   |      |          | --      | A         | --                |
| 3.                   | Degree – Discontinue (proposed by the Provost)                 | A       | R          | R    | A   |      |          | A       | A         | I                 |

## Approval Chart for Curriculum Changes

A = Approve      I= Information Item<sup>1</sup>      R= Advise & Respond<sup>2</sup>

### COUNCIL<sup>3</sup>

|    | Change to the Catalog Information                                                                                            | Dept./School | College Academic | Deans | UGEC | UUAC | GRAD | Provost | Faculty | President |
|----|------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|-------|------|------|------|---------|---------|-----------|
| 1. | General requirements for graduation including course requirements that are common to all majors for all degrees <sup>7</sup> | --           | --               | --    |      | A    |      | A       | A       | A         |
| 2. | Admission requirements                                                                                                       | --           | --               | --    |      | A    |      | A       | A       | A         |
| 3. | Policies governing academic probation and suspension                                                                         | --           | --               | --    |      | A    |      | A       | A       | A         |
| 4. | Requirements for graduating with honors                                                                                      | --           | --               | --    |      | A    |      | A       | A       | A         |
|    |                                                                                                                              |              |                  |       |      |      |      |         |         |           |
| 5. | Other academic policy changes                                                                                                | --           | --               | --    |      | A    |      | A       | --      | A         |

<sup>1</sup> Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

<sup>2</sup> The Dean and Department should respond to the Provost’s recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

<sup>3</sup> All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

<sup>4</sup> A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

<sup>5</sup> Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

<sup>6</sup> Courses that satisfy ACU’s University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and “not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession” (SACS 2.7.3). Departments may request exceptions to the first three criteria.

<sup>7</sup> The UUAC approved the clarification that “general requirements for graduation” means the enumerated items in the “General Requirements for Bachelor’s Degrees” section of the catalog.

Revised 10-16-13

## Curriculum/Catalog Changes Signature Page

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Department/School Chair(s)</b> |                               |
| _____<br><i>Signature</i>         | _____<br><i>Approval date</i> |
| _____<br><i>Signature</i>         | _____<br><i>Approval date</i> |

|                                    |                               |
|------------------------------------|-------------------------------|
| <b>College Academic Council(s)</b> |                               |
| _____<br><i>Signature</i>          | _____<br><i>Approval date</i> |
| _____<br><i>Signature</i>          | _____<br><i>Approval date</i> |

|                           |                               |
|---------------------------|-------------------------------|
| <b>Dean(s)</b>            |                               |
| _____<br><i>Signature</i> | _____<br><i>Approval date</i> |
| _____<br><i>Signature</i> | _____<br><i>Approval date</i> |

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Teacher Education Council</b>  |                               |
| _____<br><i>Chair's signature</i> | _____<br><i>Approval date</i> |

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>General Education Council</b>  |                               |
| _____<br><i>Chair's signature</i> | _____<br><i>Approval date</i> |

|                                       |                               |
|---------------------------------------|-------------------------------|
| <b>Undergraduate Academic Council</b> |                               |
| _____<br><i>Chair's signature</i>     | _____<br><i>Approval date</i> |

|                                   |                               |
|-----------------------------------|-------------------------------|
| <b>Graduate Council</b>           |                               |
| _____<br><i>Chair's signature</i> | _____<br><i>Approval date</i> |

|                           |                               |
|---------------------------|-------------------------------|
| <b>Provost</b>            |                               |
| _____<br><i>Signature</i> | _____<br><i>Approval date</i> |

|                                         |                               |
|-----------------------------------------|-------------------------------|
| <b>Faculty</b>                          |                               |
| _____<br><i>Chair of faculty senate</i> | _____<br><i>Approval date</i> |

|                           |                               |
|---------------------------|-------------------------------|
| <b>President</b>          |                               |
| _____<br><i>Signature</i> | _____<br><i>Approval date</i> |