

A = Approval I = Information

State the requested change and reason (a memo may be attached if more space is necessary):

Circle the number that corresponds to the requested change. (degree plan changes on other side)

	Change to Course:	Dept	Deans	College Academic	UUAC	GEC	G RAD	Provost	Faculty	President
1.	Title (description unchanged)	A	A	A	I	I	--	I		
2.	Description (not affecting content)	A	A	A	I	I	--	I		
3.	Content	A	A	A	A	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.	From U to G or G to U	A	A	A	A	A	--	A		
9.	Cross list w/another dept: U or G level	A	A	A	A	A	--	A		
10.	Department of record	A	A	A	A	A	--	A		
11.	Open or close a course	A	A	A	A	A	--	A		
12.	New course – see Gary Tucker for packet (including 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.

Curricular and/or Degree Plan Changes

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	Changes in Catalog Degree Plan Requirements: Note – All graduate degree program changes must go through the graduate council. See #18	Dept	Deans	College Academic	COUNCIL			Provost	Faculty	President	Board of Trustees
					UAC	GEC	GRAD				
1.	Core – require specific course from core menu	A	A	I	I			I	--	I	--
2.	Core – change selection of specific course in core menus	A	A	I	I			I	--	I	--
3.	Core – substitute course for core requirement	A	A	A	A			A	I	A	--
4.	Core – add a new course to core menu	A	A	A	A			A	A	A	--
5.	Core – change in approved course content	A	A	A	A			A	--	A	--
6.	Major – change course selection in major (hours equal)	A	A	A	I			I	--	I	--
7.	Major – reduce or increase hours required in major (within university minimum and maximum) ♦	A	A	A	I			I	--	I	--
8.	Major/ Area of emphasis (e.g. BAS) – revision of major	A	A	A	A			A	--	A	
9.	Major/ Adopt or change admission requirements	A	A	A	A			A	--	A	--
10.	Major/ Area of emphasis (e.g. BAS) – add new major	A	A	A	A			A	A	A	I/A
11.	Supplement – change course selection in supplement (hours equal or greater) ♥	A	A	A	I			I	--	I	--
12.	Supplement – reduce hours required ♥	A	A	I	I			I	--	I	--
13.	Electives – reduce hours below university minimum ♣	A	A	A	A			A	I	A	--
14.	GPA – revise major requirement	A	A	A	A			A	--	A	--
15.	GPA – revise cumulative requirement	A	A	A	A			A	--	A	--
16.	Minor – revise course selection	A	A	A	I			I	--	I	--
	Minor – add or discontinue with a major	A	A	A	A			A	--	A	--
	Minor – add or discontinue without a major	A	A	A	A			A	A	A	
17.	Add new degree	A	A	A	A			A	A	A	A
18.	Any change to a graduate degree program	A	A	A	A			A	--	A	--

* In most cases approval by only one council is necessary.

♦ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g. BA, BS). The maximum in the major must allow for at least 6 hours of electives.

♥ Supplement - A set of *required* courses in a degree program that are outside the university core, the degree core, and the required courses in the major field. Supplement courses are not elective in nature, and ordinarily do not include “menu” options (that is, a series of courses from which the student selects one or more).

♣ The university minimum for elective hours is 6.

Revised 10/25/2005

Curricular and/or Degree Plan Changes Approval Sheet

Department Chair/s

signature

approval date

signature

approval date

Dean/s

signature

approval date

signature

approval date

College Academic Council/s

chair's signature

approval date

chair's signature

approval date

Undergraduate Academic Council

chair's signature

approval date

General Education Council

chair's signature

approval date

Graduate Council

chair's signature

approval date

Provost

signature

approval date

Faculty

chair of faculty senate

approval date

President

signature

approval date

Board of Trustees

chair of Board of Trustees

approval date