

Approval Chart for Curriculum Changes

A = Approval I = Information*

BIBM—Document 2

Course Number: BIBM 312 and BIBM 409 or Degree Plan(s) _____

State the requested change and reason. A memo may be attached if more space is necessary.

Delete the following course:

BIBM 312, *Counseling Adolescents in the Church*, and BIBM 409, *Intro to Ministerial Counseling*.

The DBMM believes students often leave the course assuming that they are qualified to be counseling others with training from either of these classes. The potential of continuing with the course points to it doing more harm than good.

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

		COUNCIL**								
	Change to a Course	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	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 (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 or G to U	A	A	A	A			A	--	A
10.	Cross list with another dept: 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 Adams Center for packet. This change includes combining or splitting a course(s).	A	A	A	A			A	--	A

* Councils may request additional information about “Information” items. These items are approved as “Consent Agenda.”

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

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.

Approval Chart for Curriculum Changes

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	Change to a Degree Plan	Dept./School	College Academic	Deans	COUNCIL			Provost	Faculty	President	Board of Trustees
					UGEC	UUAC	GRAD				
1.	University Requirements — Require or change a specific course from a menu within a degree plan	A	A	I	I			I	--	I	--
2.	University Requirements — Substitute an existing course for a university requirement within a degree plan	A	A	A	A			A	--	A	--
3.	University Requirements — Add a course to or drop a course from the University Requirements	A	A	A	A			A	A	A	--
4.	University Requirements — Change in approved course content	A	A	A	A			A	--	A	--
5.	Major — Revision of major ♦	A	A	A	A			A	--	A	
6.	Major — Adopt or change admission requirements	A	A	A	A			A	--	A	--
7.	Major — Add or discontinue	A	A	A	A			A	A	A	I
8.	GPA — Revise major or cumulative requirement	A	A	A	A			A	A	A	--
9.	Minor — Revise course selection	A	A	A	I			I	--	I	--
	Minor — Add or discontinue	A	A	A	A			A	--	A	--
10.	Degree — Add or discontinue	A	A	A	A			A	A	A	A
11.	Any change to a graduate degree program*	A	A	A	A			A	--	A	--

♦ 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.

* All graduate degree plan changes must go through the Graduate Council.

Revised 2-16-11

Approval Chart for Academic Information Changes

	Change to the Catalog	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
1.	General requirements for graduation including course requirements that are common to all majors for all degrees*	--	--	--	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.	Definitions of grades and grade points awarded by faculty**	--	--	--	A			A	A	A	--
6.	Other academic policy changes	--	--	--	A			A	--	A	--

* The UUAC approved the clarification that “general requirements for graduation” means the seventeen items in the “General Requirements for Bachelor’s Degrees” section of the catalog. This clarification applies to undergraduate degrees and includes associate’s degrees.

** This refers to the specific chart within the “Academic Information” section of the catalog which lists grades that can be awarded and the associated grade points for each grade.

Revised 4-13-11

Curriculum/Catalog Changes Approval Sheet

Department/School Chair(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

General Education Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Undergraduate Academic Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Graduate Council	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Faculty	
_____ <i>Chair of faculty senate</i>	_____ <i>Approval date</i>

President	
_____ <i>Signature</i>	_____ <i>Approval date</i>

Board of Trustees	
_____ <i>Chair's signature</i>	_____ <i>Approval date</i>