

# Approval Chart for Curriculum Changes

A = Approval      I = Information\*

Course Number FLFR 481 or Degree Plan(s) \_\_\_\_\_

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

Change when FLFR 481 *Medieval and Renaissance Literature* it is scheduled in the catalog: from fall, odd years, to spring, odd years.

Rationale, when the advanced courses for the French minor were re-introduced, it was assumed that one advanced course would be taught per semester, and that the four courses would be on a two year rotation. However, the description for which semester and years these courses would be offered were not altered from their original. The change helps rectify this omission by arranging for language and culture courses in the fall, and literature courses in the spring.

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 | 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 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.<br>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."

\*\*Courses offered only to students seeking teacher certification must go through the Teacher Education Council.

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

A = Approval      I = Information

|     | Change to a Degree Plan                                                                          | Dept./School | College Academic | Deans | TEC | COUNCIL |      |      | Provost | Faculty | President |
|-----|--------------------------------------------------------------------------------------------------|--------------|------------------|-------|-----|---------|------|------|---------|---------|-----------|
|     |                                                                                                  |              |                  |       |     | UGEC    | UUAC | GRAD |         |         |           |
| 1.  | University Requirements — Change in approved course content**                                    | A            | A                | A     |     | A       |      |      | A       | --      | A         |
| 2.  | University Requirements — Add or drop a required course from the University Requirements chart** | A            | A                | A     |     | A       |      |      | A       | A       | A         |
| 3.  | University Requirements — Add or drop a course from a menu within the University Requirements**  | A            | A                | A     |     | A       |      |      | A       | --      | A         |
| 4.  | University Requirements — Change hours within a menu on the University Requirements chart**      | A            | 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         |
|     |                                                                                                  |              |                  |       |     |         |      |      |         |         |           |
| 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         |
| 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.

‡ Program or course changes applying to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

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

\*\* Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and corequisites, 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.

Note: The Board of Trustees is informed when a major or degree is added or discontinued.

Revised 4-18-12

## 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. | 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.

Revised 3-2-11

# Curriculum/Catalog Changes Signature Page

| Department/School Chair(s)                                                                    |                                 |
|-----------------------------------------------------------------------------------------------|---------------------------------|
| <br>Signature | <u>4/22/14</u><br>Approval date |
| _____<br>Signature                                                                            | _____<br>Approval date          |

| College Academic Council(s)                                                                    |                                 |
|------------------------------------------------------------------------------------------------|---------------------------------|
| <br>Signature | <u>2/21/14</u><br>Approval date |
| _____<br>Signature                                                                             | _____<br>Approval date          |

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

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

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

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

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

| Provost            |                        |
|--------------------|------------------------|
| _____<br>Signature | _____<br>Approval date |

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

| President          |                        |
|--------------------|------------------------|
| _____<br>Signature | _____<br>Approval date |