

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

Course Number _____ or Degree Plan(s) BBA
 State the requested change and reason. A memo may be attached if more space is necessary.

See attachment.

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

		COUNCIL ³								
	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. 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 ¹							President	Board of Trustees		
Change to a Degree Plan		Dept./School	College Academic	Deans	TEC	UGEC	UAC	GRAD			Provost	Faculty
1.	University Requirements — Change in approved course content ⁶	A	A	A	A				A	--	A	--
2.	University Requirements — Add or drop a required course from the University Requirements chart ⁶	A	A	A	A				A	A	A	--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	A	A	A				A	--	A	--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A	A				A	A	A	--
5.	Major — Revision of major ^{4,5}	A	A	A	A				A	--	A	--
6.	Major — Adopt or change admission requirements	A	A	A	A				A	--	A	--
7.	Major — Add ^{4,5}	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 ¹							President	Board of Trustees
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty		
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

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COUNCIL ¹										
	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 ⁷	--	--	--		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

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² 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.

³ 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.

⁴ 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.

⁵ 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.

⁶ 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.

⁷ 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

Department/School Chair(s)	
<u>W. A. Pope</u> Signature	<u>4-22-14</u> Approval date
<u>Bill Fowler</u> Signature	<u>4-22-14</u> Approval date

College Academic Council(s)	
<u>David Perkins</u> Signature	<u>4-22-14</u> Approval date
 Signature	 Approval date

Dean(s)	
<u>Monty L. Lynn</u> Signature	<u>4/22/14</u> Approval date
 Signature	 Approval date

Teacher Education Council	
 Chair's signature	 Approval date

General Education Council	
 Chair's signature	 Approval date

Undergraduate Academic 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

Admission Requirements

Admission to the business school is required before pre-business and undecided majors can enroll in upper-level business courses.

Admission occurs upon:

- Successful completion of a spreadsheet competency test

And one of the following:

- An SAT (critical reading and math) score of 1210 or higher or an ACT (composite) score of 27 or higher.
- Completing 42 ACU and/or transfer credit hours with a cumulative grade point average (GPA) of 2.5 or higher.

Once admitted, if a student's GPA drops below 2.5, the student will be reverted to preadmission status. Students who have the preadmission designation, as well as students who are undecided, may repeat business courses within the college but may not progress to additional 300-level or higher business courses until the GPA requirement is met.

Comment [ML1]: Students who revert to preadmission status must apply for readmission with the their department chair. Based on the chair's evaluation of the student's progress and potential to complete the major, the student may be readmitted to the College of Business Administration without condition, readmitted with condition, or not readmitted.

Other Requirements

The following policies apply to all students working toward a Bachelor of Business Administration:

- Grades: A student must earn a grade of "C" or better in each business course.
- Repeating courses: No course offered by the college may be taken more than three times.
- Transfer Credit: At least 50 percent of the credit hours in business must be completed at ACU.

Comment [ML2]: A withdrawal or grade on a transcript is considered an attempt.