

Approval Chart for Curriculum Changes

A = Approval I = Information*

Course Number _____ POLS 481 & POLS 489
 _____ or Degree Plan(s) _____

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

Our department wants to drop two little-used courses taught by a former instructor and not needed for our curriculum—POLs 481 International Relations Theory and POLs 489 International Relations and Christianity—which should be removed from the catalog.

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

COUNCIL**

Change to a Course		D e p t . / S c h o o l	C o l l e g e A c a d e m i c	D e a n s A c a d e m i c	T E C	U G E C	U U A C	G R A D	P r o v o s t	P r e s i d e n t
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 -- Close	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.”

**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

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	Change to a Degree Plan	Dept. / School	College Academic	College Academic Deans	COUNCIL				Provost	Faculty	President
					TEC	U G E C	U U A C	G R A D			
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.

Approval Chart for Academic Information Changes

	Change to the Catalog	D e p t . / S c h o o l	C o l l e g e A c a d e m i c	C o l l e g e A c a d e m i c D e a n s	U G E C	U U A C	G R A D	P r o v o s t	F a c u l t y	P r e s i d e n t	B o a r d o f T r u s t e e s
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

<i>Department/School Chair(s)</i>	
	<i>3-28-16</i>
Signature	Approval date
Signature	Approval date

<i>College Academic Council(s)</i>	
	<i>3-28-16</i>
Signature	Approval date
Signature	Approval date

<i>Dean(s)</i>	
	<i>3/28/16</i>
Signature	Approval date
Signature	Approval date

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

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

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

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

<i>Provost</i>	
Signature	Approval date

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

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

Revised November 2, 2011