

Approval Chart for Curriculum Changes

A = Approval I = Information*

Course Number EACH 451 Guidance in Early Childhood or Degree Plan(s) _____
 State the requested change and reason. A memo may be attached if more space is necessary.

Change prerequisite

Current:

Prerequisite: EDUC 211, EDUC 323, EACH 363 and admission to Teacher Education program. Corequisite: EACH 466

Proposed change:

Prerequisite: EDUC 211, EDUC 323; Credit in, or simultaneous enrollment in EACH 363 and admission to Teacher Education program. Corequisite: EACH 466

Maintaining both EDUC 323 and EACH 363 as prerequisites is presenting a challenge with sequencing for students. The content in EDUC 323 is needed at the beginning of EACH 466 and EACH 451. The content in EACH 363 is appropriate for concurrent learning.]

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.	Course term (s)	A		A		I			I	I
4.	Content (substantive change)	A	A	A		I			A	A
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	A
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	A
8.	Prerequisites	A	A	A		I			I	I
9.	Course fee(s)	A	--	A		--			A	I
10.	From U to G or G to U	A	A	A		A			A	A
11.	Cross list with another dept: U or G level	A	A	A		A			A	A
12.	Department of record	A	A	A		A			A	A
13.	Open or close a course	A	A	A		A			A	A
14.	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.

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	Change to a Degree Plan	Dept./School	College Academic	College Academic	COUNCIL				Provost	Faculty	President
					TEC	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	College Academic	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

 Signature	Department/School Chair(s) 11-15-18 Approval date
_____ Signature	_____ Approval date

 Signature	College Academic Council(s) 11-27-18 Approval date
_____ Signature	_____ Approval date

 Signature	Dean(s) 11-27-18 Approval date
_____ Signature	_____ Approval date

 Chair's signature	Teacher Education Council 11-28-18 Approval date
_____ 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