

Approval Chart for Curriculum Changes

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

JMC 233, 317, 341, 342, 347, 348, 351, 361, 389, 390, 449, 450, 465, 488,

Course Number _____ or Degree Plan(s) _____

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

Change prerequisites (8) to properly align the learning sequence based on changes to other courses.

233 - JMC 165 317 - JMC 224; junior standing 341 - JMC 224 342 - JMC 165; sophomore standing 347 - JMC 224 348 - JMC 224 351 - JMC 342 361 - JMC 265 389 - JMC 347 390 - JMC 352 and JMC 358	449 - Junior standing; JMC 224 450 - Junior standing, JMC 224 465 - JMC 224 488 - Junior standing; JMC 224 for majors 492 - Any two of JMC 224, 389, 390, and 391
---	---

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	UAC	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	I	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 department: 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 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.

Approval Chart for Curriculum Changes

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

		COUNCIL ³										President	Faculty	Provost	GRAD	UUAC	UGEC	TEC	Deans	College Academic	Dept./School	Board of Trustees	
	Change to a Degree Plan																						
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	--											--	
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 ³									
Board of Trustees	President	Faculty	Graduate	UUAC	TEC	Dean	Department	Provost	Provost-Proposed Change
1	A	A	A			R	R	A	1. Major/Graduate Program – Discontinue (proposed by the Provost)
--	A	--	A			R	R	A	2. Minor – Discontinue (proposed by the Provost)
1	A	A	A			R	R	A	3. Degree – Discontinue (proposed by the Provost)

Approval Chart for Curriculum Changes

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

COUNCIL ³										
	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.

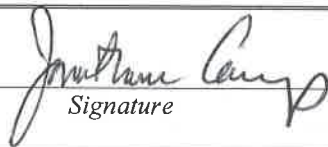
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

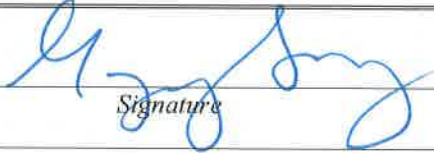
⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 3-8-17

Curriculum/Catalog Changes Signature Page

	Department/School Chair(s)	1-15-19
Signature		Approval date
Signature		Approval date

	College Academic Council(s)	3-1-19
Signature		Approval date
Signature		Approval date

	Dean(s)	3/17/19
Signature		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