

Approval Chart for Curriculum Changes

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

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

Revise the catalog listing for the School of Information Technology and Computing to specify:
"The following policy applies to all students working toward a degree in the School of Information Technology and Computing:

Repeating courses: No course offered by the School may be taken more than three times.

A withdrawal or a grade on a transcript is considered an attempt."

This policy is intended to limit overextension in time and money commitment by a small number of students who will attempt to take a single course four or more times (rarely but does happen).

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	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	I
5.	Number of hours (lecture, lab, contact)	A	A	A	A			A	I
6.	Course number within the hundred	A	A	I	I			I	I
7.	Course number beyond the hundred	A	A	A	A			A	I
8.	Prerequisites	A	A	A	I			I	I
9.	Course fee(s)	A	--	A	--			A	I
10.	From U to G <i>or</i> G to U	A	A	A	A			A	I
11.	Cross list with another department: U or G level	A	A	A	A			A	I
12.	Department of record	A	A	A	A			A	I
13.	Open or close a course	A	A	A	A			A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A	A			A	I

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 ³							
		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost
Change to a Degree Plan									
1.	University Requirements — Change in approved course content ⁶	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
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--		A			A
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A		A			A
5.	Major — Revision of major ^{4,5}	A	A	A		A			A
6.	Major — Adopt or change admission requirements	A	A	A		A			A
7.	Major — Add ^{4,5}	A	A	A		A			A
8.	Major – Discontinue (proposed by the department or college)	A	A	A		A			A
9.	Major – Discontinue (proposed by the Provost)				See below.				
10.	GPA — Revise major or cumulative requirement	A	A	A		A			A
11.	Minor — Revise course selection	A	A	A		I			I
12.	Minor — Add	A	A	A		A			A
13.	Minor – Discontinue (proposed by the department or college)	A	A	A		A			A
14.	Minor – Discontinue (proposed by the Provost)				See below.				
15.	Degree — Add	A	A	A		A			A
16.	Degree – Discontinue (proposed by the department or college)	A	A	A		A			A
17.	Degree – Discontinue (proposed by the Provost)				See below.				
18.	Any change to a graduate degree program	A	A	A		A			A

		COUNCIL ³						
		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty
Provost-Proposed Change								
1.	Major/Graduate Program – Discontinue (proposed by the Provost)	A	R	R		A		A
2.	Minor – Discontinue (proposed by the Provost)	A	R	R		A		--
3.	Degree – Discontinue (proposed by the Provost)	A	R	R		A		A

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COUNCIL³

	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

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 8-26-19

Curriculum/Catalog Changes Signature Page

Department/School Chair(s)	
 Signature	11.13.19 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	11/13/19 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	11/14/19 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