

Approval Chart for Curriculum Changes

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

Course Number _____ or Degree Plan(s) General Requirements

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

Revise the General Requirements for Bachelor's Degrees for two purposes:

1. Delete the old Number 7 to remove the moot prescription for addressing an admission deficiency and the reference in old Number 8. The faculty Enrollment Committee removed the admission deficiency in a vote of 8-0 on November 5, so the method of resolving the deficiency is no longer relevant.
2. Use inclusive language in old numbers 11 and 12 (numbers 10 and 11 in this proposal based on the first proposed change) to reflect that students at the main campus and in online programs can earn credit from the institution without being "in residence." We have been interpreting "in residence" to mean "earned from ACU," so the language now accurately reflects our interpretation and doesn't cause questions for students.

Revise the General Requirements for the Associate's Degree to delete the old Number 4 to remove the moot prescription for addressing an admission deficiency.

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

		COUNCIL ³							President
		Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost
Change to a Course									
1.	Title (description unchanged)	A	A	A		I			I
2.	Description (not affecting content)	A	A	A		I			I
3.	Course term(s)	A	I	A		I			I
4.	Content (substantive change)	A	A	A		I			A
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A
6.	Course number within the hundred	A	A	I		I			I
7.	Course number beyond the hundred	A	A	A		A			A
8.	Prerequisites	A	A	A		I			I
9.	Course fee(s)	A	--	A		--			A
10.	From U to G or G to U	A	A	A		A			A
11.	Cross list with another department: U or G level	A	A	A		A			A
12.	Department of record	A	A	A		A			A
13.	Open or close a course	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

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										
	Change to a Degree Plan	Dept./School	College Academic	Deans	TEC	UGEC	UUAC	GRAD	Provost	Faculty	President	Board of Trustees
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
Provost-Proposed Change		Provost	Department	Dean	TEC	UUAC	Graduate	Faculty	President	
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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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	I	I	I		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)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

College Academic Council(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

Dean(s)	
_____ <i>Signature</i>	_____ <i>Approval date</i>
_____ <i>Signature</i>	_____ <i>Approval date</i>

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

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

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

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

Provost	
_____ <i>Signature</i>	_____ <i>Approval date</i>

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

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

General Requirements for Bachelor's Degrees

Graduation requirements include University Requirements, major requirements (departmental requirements) and electives. To determine the number of hours required for a given degree in any major, add the University Requirements, the major requirements and the electives, which may be adjusted to reach the minimum number of hours required for the degree sought.

1. All Bachelor's degrees from ACU require a minimum of at least 128 semester hours applicable to that degree. Teacher certification and certain other degrees may require more. (See specific degree requirements.)
2. Each degree requires a major of at least 30 hours in addition to the University Requirements.
3. A minimum of 18 hours in the major field must be upper level hours, and at least 9 of these upper level hours must be taken at ACU.
4. The University Requirements consist of 56 hours for all degrees other than the BFA, BSN, and cooperative degrees. For the BFA and BSN, see the University Requirements for ACU section; for cooperative degrees, see the major section for details.
5. Certain courses that are required by each major may also count as University Requirements. See the individual degree plan for details.
6. No minor is required by the university. However, the major field may require a minor or supporting courses outside the major. Many departments offer minors of at least 18 hours, and a student may elect to add a minor to any degree. Minors have specific requirements (see the appropriate departmental section of this catalog or the departmental advisor for approved minors). Students may not complete a minor in the same field as their major.
- ~~7.—Admitted students who have not earned at least two high school units of the same foreign language will have an admission deficiency. Admission deficiencies may be removed as prescribed in the section on University Requirements.~~
- ~~8.7.~~ Most degree plans include a minimum of 6 semester hours of electives. ~~However, courses taken to satisfy a deficiency in entrance requirements in foreign language may count as elective hours. Such courses may count toward the hours required for the degree.~~
- ~~9.8.~~ All courses numbered 0**, including but not limited to [UNIV 011](#), [UNIV 012](#), [ENGL 003/ENGL 004](#), [MATW 019](#), and English as Second Language (FLEN) courses, will not count toward hours required for a degree.
- ~~10.9.~~ No more than 5 hours of PEAC activity courses may count toward graduation. An unlimited number of kinesiology lecture courses may count toward general electives.
- ~~11.10.~~ A student must ~~take-earn~~ at least 40 hours ~~in-residence-at~~from ACU to earn a degree, including the last 24, which must be ~~taken-in-residence-at~~earned from ACU.
- ~~12.11.~~ A minimum of 33 hours of upper level, i.e. advanced (300-499) work, is required, 24 of which must be ~~taken-in-residence-earned from ACU~~, including 9 in the major field.
- ~~13.12.~~ An overall grade point average (GPA) of at least 2.0 on courses from ACU is required for the BA and BS. An overall GPA of at least 2.25 is required for the BFA, BM, and BSN. A cumulative GPA of at least 2.75 is required for all teacher certification

programs. Specific majors and colleges may have GPA requirements above these stated minimums.

~~14:~~13. Each student will be required to take a course designated as “Writing-Intensive” in his or her major field. Writing-Intensive courses integrate instruction and practice in writing into upper-level content courses to assist students in becoming effective writers in a specific discipline. Students should contact their academic advisor to determine the correct Writing-Intensive course for their major.

~~15:~~14. Each student will participate in a senior year integrative Capstone experience. This requirement will challenge the student to critically analyze, reflect, and write about the major discipline from the perspective of a Christian worldview. Capstone experiences may take the form of a single course or a cluster of courses designed to meet the Capstone goals.

~~16:~~15. No changes, including majors, minors, concentrations, or changes to coursework, will be made to a student’s transcript after the degree has been awarded.

General Requirements for the Associate's Degree

1. The Associate's degree requires a minimum of 64 semester hours applicable to that degree.
2. A cumulative grade point (GPA) of at least 2.0 in courses from ACU is required.
3. A minimum of 32 semester hours applicable to the degree must be completed at ACU.
- ~~4. Admitted students who have not earned at least two high school units of the same foreign language will have an admission deficiency. Admission deficiencies may be removed as prescribed in the section on University Requirements.~~
- ~~5.4.~~ Latin honors are not awarded for the associate's degree.
- ~~6.5.~~ Students must meet the specific course requirements for any degrees that ACU offers. Satisfactory completion of 64 hours and the ACU University Requirements for a major leading to a Bachelor's degree are not sufficient to award an AA degree.