

Approval Chart for Curriculum Changes

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

Course Number BIOL 403 or Degree Plan(s) _____

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

In concert with the request to add BIOL 403 to the degree plan menus, we are requesting to:

1. Change the course term from 'Summer, even years' to 'Spring, odd years'. (information only for CASAC)
2. Remove the corequisite. The lecture currently has a corequisite of Marine Biology Lab (BIOL 404; Summer 1 course), but it would be preferable for the lecture to be able to be taken without the lab if desired. Some students may not need the 1-hr field lab credit, and/or may not want to or be able to pay the \$2000 fee associated with the lab (a week-long field trip).
3. (for Dean and Provost only) Transfer the lab fee of \$70 currently attached to BIOL 404 to BIOL 403. The lab (404) is now a one-week field trip only, thus, the hands-on lab activities that were previously done during lab will now be done during the 403 lecture throughout the spring semester, so the \$70 fee per student needs to be applied to 403.

in Summer 1).

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	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	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 co-requisites	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	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							President	Faculty	Provost	GRAD	UAC	UGEC	TEC	Deans	College Academic	Dept./School	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										
	Provost-Proposed Change	Provost	Department	Dean	TEC	UAC	Graduate	Faculty	President	Board of Trustees
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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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

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.

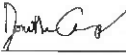
⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation 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	October 4, 2021 Approval date
_____ Signature	_____ Approval date

College Academic Council(s)	
 Signature	Nov 10 2021 Approval date
_____ Signature	_____ Approval date

Dean(s)	
 Signature	Nov 10 2021 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



Request to Add or Change Course Fees

Course fees or changes to existing course fees must be approved and published in the ACU Catalog for the following year in order for them to be assessed on a student's account. Course fees which are not processed by February 1st will not be included in the fall catalog.

Request Date 11/2/2021

Amount of Fee \$70.00

Department Making Request Biology

Contact Person Jennifer Huddleston

Semester and year for fee to begin Spring 2023

Check the appropriate fee category below:

FOAP: 202032 20720 1090 10

☒ Fee is the same for every section and every student

☐ Fee applies to certain sections only

If fee applies to certain sections only, please specify below if it is a one-time fee for a single section or a repeating fee that will be applied on a regular schedule (e.g., a fee charged each time the course is taken in a summer session but not in the fall or spring).

This is a repeating fee that should be charged to each student each time the course is taken.

This request applies to the following course (one per form):

Course Number / Section

BIOL 403.01

Course Title

Marine Biology

State the justification for your request below. You will be notified of final approval or denial.

This request is to add the standard lab course fee to BIOL 403 Marine Biology lecture. Previously, BIOL 403 has been taught at the same time as BIOL 404 Marine Biology lab, and a separate course fee was not needed for the lecture. However, beginning in Spring 2023, the lecture will be taught in the spring semester and the lab will consist of a one-week field trip during the Summer I term. Some of the activities that previously occurred in the lab course (i.e. viewing live specimens under a microscope) will now occur during the spring lecture course, and funds will be needed to support these activities.

The following signatures must be obtained before any request is approved.

Approved

Declined

Jennifer Huddleston
Department Chair

11/2/2021
Date



[Signature]
College Dean

Nov 10 2021
Date



Provost

Date



Vice President for Finance

Date



If approved by all above, route to:

Controller

FOAP

Date Completed

Finance

Fee Code for use on course

Date Completed

Registrar's Office

Date Completed

2/9/2021 KMW