

## Dallas Approval Chart for Curriculum Changes

A = Approve      I = Information Item      R = Respond In Writing

**Course Number:** MFTO 602 Internship I

**or Degree Plan(s):**

New course number: MFTO 591 Internship I

|     |                                                                                                                          | Approve | Information Item | Respond In Writing | Other |
|-----|--------------------------------------------------------------------------------------------------------------------------|---------|------------------|--------------------|-------|
|     | <b>Campus-Level Academic Review</b>                                                                                      |         |                  |                    |       |
|     | <b>Change to a Course</b><br>Include signatures from all program directors/chairs for cross-listed courses. <sup>1</sup> |         |                  |                    |       |
| 1.  | Title (description unchanged)                                                                                            | A       | A                | I                  | I     |
| 2.  | Description (not affecting content)                                                                                      | A       | A                | I                  | I     |
| 3.  | Course term(s)                                                                                                           | A       | A                | I                  | I     |
| 4.  | Content (change of course outcomes)                                                                                      | A       | A                | I                  | A     |
| 5.  | Number of credit hours                                                                                                   | A       | A                | A                  | A     |
| 6.  | Course number within the hundred                                                                                         | A       | A                | I                  | I     |
| 7.  | Course number beyond the hundred                                                                                         | A       | A                | A                  | A     |
| 8.  | Prerequisites                                                                                                            | A       | A                | A                  | I     |
| 9.  | Course restriction (e.g., majors only, junior standing)                                                                  | A       | A                | A                  | A     |
| 10. | Level change (U to G or G to U)                                                                                          | A       | A                | A                  | A     |
| 11. | Cross list course                                                                                                        | A       | A                | A                  | A     |
| 12. | Program/department of record                                                                                             | A       | A                | A                  | A     |
| 13. | Open or close a course                                                                                                   | A       | A                | A                  | A     |
|     | <b>Change to a Degree Plan</b>                                                                                           |         |                  |                    |       |
| 14. | Educational Program — Revise                                                                                             | A       | A                | A                  | A     |
| 15. | Educational Program — Adopt or change admission requirements                                                             | A       | A                | A                  | A     |
| 16. | GPA — Revise program or cumulative requirement                                                                           | A       | A                | A                  | A     |
| 17. | Minor — Revise                                                                                                           | A       | A                | A                  | A     |

|     | Full Review                                                  | Program Director | Department Chair | Provost | Senior Vice President for Academic Affairs | President |
|-----|--------------------------------------------------------------|------------------|------------------|---------|--------------------------------------------|-----------|
|     | <b>Change to Catalog Information (for Campus)</b>            |                  |                  |         |                                            |           |
| 18. | General requirements for Bachelor's and Associate Degrees    | -                | -                | A       | A                                          | I         |
| 19. | Policies governing academic probation and suspension         | -                | -                | A       | A                                          | I         |
| 20. | Requirements for graduating with honors                      | -                | -                | A       | A                                          | I         |
|     | <b>Change to a Degree Plan</b>                               |                  |                  |         |                                            |           |
| 21. | Educational Program — Add or Discontinue <sup>2</sup>        | A                | A                | A       | A                                          | I         |
| 22. | Educational Program — Discontinue (Provost-proposed)         | R                | R                | A       | A                                          | I         |
| 23. | Minor — Add or Discontinue                                   | A                | A                | A       | A                                          | I         |
| 24. | Minor — Discontinue (Provost-proposed)                       | R                | R                | A       | A                                          | I         |
| 25. | Degree — Add or Discontinue (proposed by Program or College) | A                | A                | A       | A                                          | I         |
| 26. | Degree — Discontinue (Provost-proposed)                      | R                | R                | A       | A                                          | I         |

|     | Change to General Education Requirements for Undergraduates (System)       | Program Director | Department Chair | Provost | Senior Vice President for Academic Affairs | President |
|-----|----------------------------------------------------------------------------|------------------|------------------|---------|--------------------------------------------|-----------|
| 27. | Change course outcomes of an included course                               | A                | A                | A       | -                                          | I         |
| 28. | Add or drop a required course from the General Education Requirements      | A                | A                | -       | A                                          | I         |
| 29. | Add or drop a course from a menu within the General Education Requirements | A                | A                | -       | -                                          | I         |
| 30. | Comprehensive revision of General Education Requirements                   | -                | -                | -       | A                                          | I         |

### Notes

<sup>1</sup> Any change to a cross-listed course requires the signature of both department chairs or program directors overseeing the course to ensure that the courses stay in sync. This includes courses taught at other campuses (e.g. BIBL 101 and BIBO 101).

<sup>2</sup> For undergraduate majors, a minimum of 30 hours is required. These programs must have a minimum of 6 elective hours, unless the requirements of external accrediting bodies make it impossible. Master's programs must include a minimum of 30 hours, and doctoral programs must include a minimum of 30 hours beyond the master's.

<sup>3</sup> When a program director or dean proposes closing a program, approval routing follows the typical process beginning with the program. An administrative proposal by the provost or senior vice president for academic affairs would follow the "provost-proposed" routing on the chart.

Updated 8/1/2024

**Program Director/Department Chair**

Sara Salkil  
Sara Salkil (Feb 13, 2025 15:13 EST)

02/13/2025

Program Director Signature

Date

Program Director/Department Chair Signature

Date

**Dean(s)**

*Marcia Sotelo*

02/13/2025

Signature

Date

Signature

Date

**Campus Academic Council**

Chair's Signature

Date

**Provost**

Signature

Date

**University General Education Council**

Chair's signature

Date

**University Faculty**

Dallas Faculty Council Chair's signature

Date

Abilene Faculty Senate Chair's signature

Date

**Senior Vice President for Academic Affairs**

Signature

Date

**President**

Signature

Date