

Dallas Approval Chart for Curriculum Changes

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

Course Number: MFTO 644 **or Degree Plan(s):**

Close course.

		Program	Dean	Academic Council	Provost
	Campus-Level Academic Review				
	Change to a Course Include signatures from all program directors/chairs for cross-listed courses. ¹				
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 <i>or</i> 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
	Change to a Degree Plan				
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

		Program	Dean	Academic Council	Provost	President	
	Full Review						
	Change to Catalog Information (for Campus)						
18.	General requirements for Bachelor's and Associate Degrees	–	–	A	A	A	I
19.	Policies governing academic probation and suspension	–	–	A	A	A	I
20.	Requirements for graduating with honors	–	–	A	A	A	I
	Change to a Degree Plan						
21.	Educational Program — Add or Discontinue ²	A	A	A	A	A	I
22.	Educational Program — Discontinue (Provost-proposed)	R	R	A	A	A	I
23.	Minor — Add or Discontinue	A	A	A	A	A	I
24.	Minor — Discontinue (Provost-proposed)	R	R	A	A	A	I
25.	Degree — Add or Discontinue (proposed by Program or College)	A	A	A	A	A	I
26.	Degree — Discontinue (Provost-proposed)	R	R	A	A	A	I

		Program	Dean	Academic Council	UGEC	University Faculty	President	
	Change to General Education Requirements for Undergraduates (System)							
27.	Change course outcomes of an included course	A	A	A	A	–	A	I
28.	Add or drop a required course from the General Education Requirements	A	A	–	A	A	A	I
29.	Add or drop a course from a menu within the General Education Requirements	A	A	–	A	–	A	I
30.	Comprehensive revision of General Education Requirements	–	–	–	A	A	A	I

Notes

¹ 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).

² 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.

³ 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 (Apr 16, 2025 11:59 EDT)	04/16/2025
Program Director Signature	Date

Program Director/Department Chair Signature	Date
Dean(s)	
	04/16/2025
Signature	Date

Signature	Date
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Campus Academic Council

Chair's Signature	Date
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Provost

Signature	Date
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University General Education Council

Chair's signature	Date
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University Faculty

Dallas Faculty Council Chair's signature	Date
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Abilene Faculty Senate Chair's signature

Date

Senior Vice President for Academic Affairs

Signature

Date

President

Signature

Date