

Proposal # (College-Year-Number):

University Change

Registrar Assigned Numbering

Gen Ed Change

Registrar's Initials

Dean's Initials

College-only Change

Department-only Change

Proposal—specific statement of proposed change including all numbers and names *If course name is longer than 30 characters, provide abbreviated name

Term of Implementation

Contact Person

Term when the change will begin (20YYTT)

Type of change:

COURSE CHANGE

Create New

Change Existing

Delete Existing

(attach syllabus & Program Artifact Rubric is applicable)

Crosslist?

Prerequisites?

ACADEMIC PROGRAM CHANGE

Create New

Change Existing

Delete Existing

(attach the following: Degree Plan Sheets, Program outcomes, Curriculum Map, Assessment Plan.)

(attach Teach Out Plan)

New Major name:

New Minor name:

New Concentration Name:

List of documents attached—attach fee proposal, syllabi, degree plan sheets, etc.

Vote of Department

For

Against

Abstain

Full-time faculty

Chair signature and date

*Change affecting multiple departments requires approval of College

Date approved by college

Dean signature and date

Additional Dean
Signature and
date

*(as needed for changes
affecting Multiple colleges*

*Change affecting a Gen Ed course requires approval of the Gen Ed Committee

Date approved by Gen Ed Committee

*Change affecting the entire university requires approval of Academic Council

Date approved by Academic Council

Provost signature and date

After signing, the Provost's office sends this form to the **Registrar**. The Registrar sends a copy of the signed form to the **Dean of the originating College** who sends copies to the **Originating Department Chair, Dean of Learning Resources, Director of International Programs, Director of Athletic Academics, Director of Student Success, and Enrollment Management** for information and implementation.