

UNIVERSITY UNDERGRADUATE CURRICULUM COMMITTEE

CURRICULAR PROPOSAL FORM

|  |
| --- |
| Date: |

INITIATOR INFORMATION

|  |  |  |
| --- | --- | --- |
| **Initiator:** | **Email:** | **Phone #:** |
| **College/School:** | **Department:** | **Division:** |
| **CIP Code:** |  |  |

PROPOSED ACTIONS -

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] New Major | [ ] Cross-referencing Numbers | [ ] Archive Major | [ ] Change in Contact Hours |
| [ ] New Degree Program | [ ] Change in Course Title | [ ] Archive Program | [ ] Addition of Prerequisite |
| [ ] New Online Degree Program | [ ] New Certificate Program | [ ] New Online Certificate Program | [ ] Add existing course to curriculum as a requirement |
| [ ] New Concentration | [ ] Change in Course Number | [ ] Archive Concentration | [ ] Deletion of Prerequisite |
| [ ] New Minor | [ ] Change in Credit Hours | [ ] Archive Minor | [ ] Change Course to Elective |
| [ ] New Course and New Course Number | [ ] Change in Course Description | [ ] Archive Course | [ ] Change Course to Requirement |
| [ ] Change in Sequence of Courses | [ ] Change in Grading System | [ ] Other: Explain | |
| **Course Number/Course Title Change** (If applicable to Proposed Actions): **[ ] Required [ ] Elective [ ] General Education** | | | |

DESCRIPTION OF COURSE

|  |  |
| --- | --- |
| Present Course Description: (List the course number and course title) | Proposed Course Description: (List the course number and course title) |

RATIONALE

|  |
| --- |
| Provide rationale for the proposed action: |

ATTACHMENTS – **Check all that apply and submit with proposal.**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Old Curriculum Sheet | [ ] New Curriculum Sheet | [ ] Course Outline | [ ] Bibliography |
| [ ] Program Documents | [ ] Accreditation Documents | [ ] Syllabus | [ ] Other: Specify |

SCREENING COMMITTEE ACTION – **To be completed by the Screening Committee Chair**

|  |  |
| --- | --- |
| **Date Received:** | **Date Screened:** |
| **Screening Committee Chair Signature** |  |