PROPOSAL FOR CHANGE IN AN ACADEMIC PROGRAM

Section 1: (Change information and justification)

1. ☐ Graduate or Undergraduate Major for the _____
degree in _____

   ☐ Undergraduate Minor in _____

   ☐

   ☐ Change in catalog entry for existing course(s) (renumbering, relettering, change in title, change in description, cross-listing)

   ☐ Other program: _____

2. # FROM:

   # TO:

3. **IMPACT ON OTHER PROGRAMS:**
   List all other programs that will be affected by this change:

   Have the schools/departments responsible for these programs been notified about this proposal?
   ☐ Yes   ☐ No

4. What is the projected date for this program change to take place? Date: _____

5. **REASONS FOR CHANGE:**

Section 2: (Approval process)

APPROVALS: At each level listed below, the person shown in parentheses is responsible for checking **one** box and, for proposals receiving non-unanimous approval, summarizing the opinion of those who voted against the proposal. **Please note that an abstention will prevent the proposal from receiving unanimous approval.**

1. Complete **all** fields you are responsible for before digitally signing, as signing will lock all previous fields, disallowing any more changes to those fields.
2. After attaching your digital signature, save the file, overwriting the previous version.
3. Click on the appropriate button directly below the digital signature to generate an email to the next person or group in the approval process.
4. You may modify the email, if you wish, before sending.

1. Department of   (Chair)

   The proposal was: ☐ not approved
                        ☐ approved by non-unanimous vote*
                        ☐ approved by unanimous vote

   *If the proposal was approved by non-unanimous vote, summarize the opinion of those who voted against the proposal:

   Date _____   Signed _____

2. College Curriculum Committee (Committee Chair)

   The proposal was: ☐ not approved
                        ☐ approved by non-unanimous vote*
                        ☐ approved by unanimous vote

   *If the proposal was approved by non-unanimous vote, summarize the opinion of those who voted against the proposal:

   Date _____   Signed _____

3. College (Dean)

   The proposal was: ☐ approved   ☐ not approved

   Date _____   Signed _____

4. Academic Policies Committee (Committee Chair)

The proposal was: ☐ not approved
☐ approved by non-unanimous vote*
☐ approved by unanimous vote

*If the proposal was approved by non-unanimous vote, summarize the opinion of those who voted against the proposal:

Date _____ Signed _____

5. University Council (Faculty Secretary)

The proposal was: ☐ not approved
☐ approved by non-unanimous vote*
☐ approved by unanimous vote

*If the proposal was approved by non-unanimous vote, summarize the opinion of those who voted against the proposal:

Date _____ Signed _____

6. General Faculty Meeting (Faculty Secretary)

The proposal was: ☐ approved   ☐ not approved

Date _____ Signed _____

7. After the faculty meeting, the faculty secretary will update the e-form and forward an official, hard copy to the Vice President for Academic Affairs.

FROM:

ENGL 3600   *Sandhills* (3-0-3)
Study and application of the techniques of fiction, poetry, and drama. Enrollment in this course entails free participation in the Sandhills Writers Conference, attendance at its sessions, and individual conferences with and critiques by its staff. *Prerequisites: ENGL 1101-1102 or 1113-1114; HUMN 2001-2002.*

TO:

ENGL 3600   *Sandhills* (3-0-3)
Study and application of the techniques of fiction, poetry, and drama. Enrollment in this course entails free participation in the Sandhills Writers Conference, attendance at its sessions, and individual conferences with and critiques by its staff. Students cannot receive credit for both ENGL 3600 and COMW 3600. *Prerequisite(s): ENGL 1101-1102 or 1113-1114; HUMN 2001-2002; ENGL 2110.*

COMW 3600   *Sandhills* (3-0-3)
Study and application of the techniques of fiction, poetry, and drama. Enrollment in this course entails free participation in the Sandhills Writers Conference, attendance at its sessions, and individual conferences with and critiques by its staff. Students cannot receive credit for both ENGL 3600 and COMW 3600. *Prerequisite(s): COMC 2010.*