

# PROPOSAL FOR CHANGE IN AN ACADEMIC PROGRAM

Contact Person: \_\_\_\_\_

**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.**

After attaching your digital signature, save the file, overwriting the previous version.

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:

# of attachments added: \_\_\_\_\_

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:

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

3. College (Dean)

The proposal was:  approved  not approved

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

4. Graduate Council

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:

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

5. 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:

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

6. 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:

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

7. General Faculty Meeting (Faculty Secretary)  
The proposal was:  approved  not approved

# of attachments added: \_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_

8. 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.