

UNDERGRADUATE CURRICULUM PROPOSAL APPROVAL FORM

Program Code: _____

Date Submitted: _____

Please attach only one of these forms per set of proposals.

Please place an "A" for approved or a "D" for disapproved. Sign at bottom for appropriate committee.

Proposal Number	Department Committee	Department Chair	College Committee	College Dean	Univ. Under Grad. Cur. Committee	Provost
-U-1						
-U-2						
-U-3						
-U-4						
-U-5						
-U-6						
-U-7						
-U-8						
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-U-10						
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-U-12						
-U-13						
-U-14						
-U-15						
-U-16						
-U-17						
-U-18						
-U-19						
-U-20						

Signatures:

Depart/Area Committee:		Date:
Depart. Chair:		Date:
College Committee Chair:		Date:
College Dean (AG, AS, BA, ED, EN, UC):		Date:
Univ. Committee Chair:		Date:
Provost:		Date:

UNDERGRADUATE CURRICULUM PROPOSAL IDENTIFIER

Please complete the information requested below and place on the front of the proposal.
Complete on of these for each proposal.

1. This is page 1 of _____ pages of proposal number _____ - _____ -U- _____.
 2. _____ College (AHS, AS, BA, ED, EN, UC)
 3. _____ Department or area (please specify, using catalog department prefix: e.g., HSCI, CHEM, EEEN, PLSS, EDCG, etc.)
 4. Type of Request:
 - _____ Add new course*
 - _____ Reinstatement course
 - _____ Delete course
 - _____ Add new program/degree/major
 - _____ Modify program/degree/major
 - _____ Delete program/degree/major
 - _____ Change course number
 - _____ Change course title
 - _____ Change course hours
 - _____ Change course description*
 - _____ Change course prerequisites
 - _____ Other (please specify):
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5. (a) If this change could affect other department(s), please attach a memo from each department stating the name of the chair/authorized person and that department's opinions of the proposal.
(b) If this change could affect the Core Curriculum requirements, please attach a memo from the General Education Committee stating the name of the chair and that committee's opinions of the proposal.
6. Submission procedures:
Proposal should be submitted to the department/area and include:
 - a) **UNDERGRADUATE CURRICULUM PROPOSAL APPROVAL FORM.**
Only one form per set of proposals (available from the Provost, Dean, or Department Chair offices).
 - b) **UNDERGRADUATE CURRICULUM PROPOSAL IDENTIFIER** (this page - one per proposal).
 - c) **PROPOSAL** (one or more pages describing the proposal in detail following the prescribed format [compare sample proposals available]).
7. **Deadlines:**

College Curriculum Committee	- September 15.
University Curriculum Committee	- October 15.
Provost	- November 15.

*New courses and significant changes to existing course descriptions require a complete syllabus/course outline to be attached.