

**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

## **CHANGES TO UNDERGRADUATE DEGREE PROGRAM**

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

**The proposal must include the following elements using the current undergraduate catalog:**

- I. List old Degree prescribed courses, other requirements, credits and page number (left column)
- II. List new Degree prescribed courses, other requirements and credits (right column)
- III. Include a brief rationale for the change

### **CHECK LIST - Check only those that apply**

- |   | <b>Yes</b>               | <b>No</b>                |
|---|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin? | <input type="checkbox"/> | <input type="checkbox"/> |

If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.

If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Are all courses to be added or changed taught in the same proposing department?                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are courses to be deleted taught in the same proposing department?   | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to #6 or #7 is no, do you have the written approval/ acknowledgement of the other department(s)? (You must have written approval before submitting this document.)

<input type="checkbox"/>	<input type="checkbox"/>
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9. The written approval(s)/acknowledgment(s) must be attached.