REQUEST TO ADD, DROP, OR CHANGE A CURRICULUM

College: ___________________________ Date: ___________________________
Department: _______________________

Action (Please Check One Box): Add: ☐ Drop: ☐ Change: ☐

Name of Curriculum: ___________________________

Other departments or units affected by this action. It is the responsibility of the initiating department to determine if other departments or units are affected by this proposal and to consult with them. Failure to consult may lead to a deferral of the proposal.

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<th>Department or unit</th>
<th>Chair or unit head signature (plus date)</th>
<th>Support</th>
<th>Not Support</th>
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Specify below any curricula and courses (existing and new) that are affected by this request. Submit necessary changes concurrently with this request. In some cases, you may be able to use the “Fast-track” option (see the instructions attached to the Fast-track form). If so, please indicate in one of the spaces below that the Fast-track option is being used and attach the completed Fast-track form(s) to this document.

__________________________________________
__________________________________________
__________________________________________

Semester/Year for which change is requested, not later than one academic year from submission date:

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1 Effective as of August, 2015. Please note: Department names, degree names, and program options are controlled by the Louisiana Board of Regents. Department and degree names may not be changed and options may not be added to a curriculum without their approval. Changes for an existing option may not require approval by the Board of Regents.

2 Please give the complete name of the curriculum, such as Bachelor of Arts in Psychology or Minor in History.

Effective date 10/06/2015
For **changes** to a curriculum, please show the entire section or curriculum on the “Present” side, and **highlight all changes** to assist in identification on the “Proposed” side. Please submit any changes to the 4-year plan also. **All curriculum changes will be effective Fall only.**

For a **new** curriculum, show the entire curriculum as it should appear in the catalog on the “Proposed” side. **Proposal for new curriculum should be presented to UCCC before it is sent to Board of Regents for approval.** *Proposals for new curricula, concentrations and options must include the following attachments: 1) student learning outcomes, 2) completed program of study requirements template, and 3) completed recommended four year plan template.

To **drop** a curriculum, list the catalog entries on the “Present” side. In each instance, please provide appropriate justifications in the space provided on the next page.

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<th>Proposed</th>
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**Signatures represent approval.** Signatures by the department chair and courses and curricula committee chairs certify that the proposal was discussed and approved by a majority of the voting members of the department or committee.

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Department Chair  
Date  
Campus Courses and Curricula Chair  
Date

College Courses and Curricula Chair  
Date  
Graduate Dean  
(Courses numbered 4000/G-7999)  
Date

College Dean  
Date  
Provost  
Date

Submit one signed copy to the Office of Academic Affairs and one electronic copy to uccc@uno.edu.
Justification
(Please include estimated number of students for a new curriculum)