



REQUEST TO ADD, DROP, OR CHANGE A CURRICULUM¹

College: _____ Date: _____ CIP: _____
 Department: _____

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

Name of Curriculum²: _____

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.

		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Department or unit
Chair or unit head signature (plus date)
Support
Not Support

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:

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.

Present	Proposed

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.

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)