REQUEST TO ADD, DROP, OR CHANGE A CURRICULUM[1]

This form should be used for the creation, change, or removal of a curriculum in the catalog.

For a **new** curriculum, show the entire curriculum as it should appear in the catalog on the "Proposed" side. The p**roposal should be presented to UCCC before it is sent to the Board of Regents for approval.** Proposals for new curricula, majors, minors, concentrations, etc. must include the following attachments: 1) student learning outcomes, 2) completed program of study requirements template, and 3) completed recommended four year plan template or the respective graduate school template.

For **changes** to a curriculum, please show the <u>entire section or curriculum</u> 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. **All curriculum changes will be effective Fall only.**

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.

Department/College:	
Departmental Prefix:	**CIP Code No.:**
Semester/Year Requested: ☐ Fall 20_____ ☐ Spring 20_____ ☐ Summer 20_____	
Name of Curriculum[2]:	
Action (Please Check One Box): Add: ☐ Change: ☐ Drop: ☐	

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.

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.

Submit one signed copy to the Registrar's Office and one electronic copy to uccc@uno.edu.

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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.

Signatures constitute 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 and/or committee.

Department Chair	Date	University Courses and Curricula Chair	Date
College Courses and Curricula Chair	Date	Provost/Academic Affairs	Date
College Dean	Date		

Present	Proposed