REQUEST TO ADD, DROP, OR CHANGE A CURRICULUM

College: ___________________________ Date: ____________________
Department: ___________________________ CIP: ______

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>
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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:

________/______

__________________________________________

1 Effective as of August, 2010. 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 9/1/13
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.

For a new curriculum, show the entire curriculum as it should appear in the catalog on the “Proposed” side. *Proposals for new curricula, concentrations and options must include the following attachments: 1) student learning outcomes, completed program of study requirements template, and 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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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.