Undergraduate Curriculum Change: Information Item

|  |  |  |  |
| --- | --- | --- | --- |
| Department/program/concentration: |       | Date: |       |
| Check all that apply and supply requested information. Attach required documentation. |
| [ ]  | Change course title | Course prefix and number: |       |  |
|  | Current short title: |       |
|  | New short title (≤ 30 characters): |       |
|  | New long title (≤ 100 characters): |       |
| [ ]  | Change a course number where the change does not affect the credit-hour value or level of the course. |
|  | Subject prefix: |       | Current course number: |       | Requested new course number: |       |
|  | Consult the Catalog Inventory of Courses at <https://uca.edu/registrar/faculty-information/> to verify that the requested number is available. |
| [ ]  | Add/remove elective(s) or change requirement(s) to elective(s) in a major/minor when the change does not affect total hours or another department. (List prefix and course number; list multiple courses on the following page.) |
|  | Add: |       | Remove: |       | Change: |       |
| [ ]  | Remove FYS designation from a lower-division UCA Core course or a UCA Core designation from an upper-division UCA Core course. |
|  | Course prefix and number: |       | Designation: | [ ]  **FYS** | [ ]  **C** | [ ]  **D** | [ ]  **I** | [ ]  **R** | [ ]  **Z** |
| [ ]  | Remove course(s) from the Bulletin when the change does not affect total hours and does not affect another department (Note: The course(s) will be inactive for a period of five years, and can be reinstated by submitting Curriculum Form U2-I. After five years, the course(s) will be deleted, and can be reinstated only through the new course proposal process.) |
|  | Course(s) (list prefix and number): |       |
| [ ]  | Reinstate course(s) inactive for less than 5 years (Note: If a course was inactive for more than 5 years, submit Curriculum Form U1 instead.) |
|  | Course(s) (list prefix and number): |       |
| [ ]  | Add or remove course prerequisite(s) when the change does not affect total hours for a major/minor or affect another department. |
|  | Course prefix and number: |       | Remove: |       |
|  | Add: |       |
| [ ]  | Nonsubstantive editorial change of course description(s) for the Bulletin (Provide full details in attached documentation.) |
|  | Course(s) (list prefix and number): |       |
| [ ]  | Other (specify): |       |
| Does the change affect student financial aid?  |  | If YES, attach Curriculum Attachment C signed by the Director of Financial Aid.Consult Curriculum Attachment C for qualifying changes. |
|  |

|  |
| --- |
| Recognized by Department and College |
| 1. |  |  | 2. |  |  |  |
|  | Department Curriculum Committee | Date |  | Department Chair | Date |  |
| 3. |  |  | 4. |  |  |  |
|  | College Curriculum & Assessment Committee | Date |  | College Dean | Date |  |

|  |
| --- |
| Submit proposals to the appropriate university Council at least one month before the meeting in which action is desired. Summer submissions may not be considered until the fall term. |
| Recognized by University Councils |
| Does the change affect a teacher education program? |  |  | Does the change affect the UCA Core? |  |  |
| If YES, must be reviewed by the Professional Education Council: |  | If YES, must be reviewed by the UCA Core Council: |  |
| 5. |  |  | 6. |  |  |  |
|  | Professional Education Council | Date |  | UCA Core Council | Date |  |
| 7. |  |  | 8. |  |  |  |
|  | Undergraduate Council | Date |  | Council of Deans | Date |  |

|  |  |
| --- | --- |
| Approved by | Recorded in the Bulletin by |
| 9. |  |  | 10. |  |  |  |
|  | Provost | Date |  | Office of the Provost | Date |  |
| Recorded in Banner by | Recorded in Degree Works by |
| 11. |  |  | 12. |  |  |  |
|  | Office of the Registrar | Date |  | Office of the Registrar | Date |  |
| The Office of the Registrar returns a copy, signed, to the Office of the Provost. The Office of the Provost retains the signed original and sends a copy to the originating department. |

Address items I–III by typing or pasting the response in the area below each section.

I. DESCRIPTION OF AND JUSTIFICATION FOR CURRICULUM CHANGE

Describe the curriculum change (if the change involves multiple courses, list them here). Why is this change being proposed? How does it advance the goals and objectives of the degree/certificate program and/or the UCA Core? If this change is being proposed in response to a national or regional accrediting agency, please attach verification.

Click here to enter text.

II. PROPOSED REVISION TO THE UNDERGRADUATE BULLETIN

Cut and paste below the relevant section(s) of the current Undergraduate Bulletin. ~~Strikethrough~~ text to be deleted. Highlight text to be added.

Click here to enter text.

III. EFFECTIVE TERM REQUEST

If you wish to request an effective term different from that stipulated in this form’s headnote, indicate the requested effective term here and provide justification. If not, enter N/A.

Click here to enter text.