

REQUEST FOR ADDING, CHANGING, OR DROPPING AN UNDERGRADUATE CURRICULUM

PLEASE SUBMIT 17 COPIES OF EACH REQUEST

FORM D			
ADMINISTRATIVE			
USE ONLY			
	DIST		TABLE
	CAT		HIST
	UCRC		ESP
Effective: _____			

Department _____
 College _____ Date _____
 Name of Curriculum/Major _____ Type of Degree _____

Has this change been discussed with and approved by all departments/colleges affected? **Yes () No () N/A ()**

ATTACH JUSTIFICATION for all actions: Use separate sheet.
ATTACH RESPONSE from any departments affected [i.e. any department whose course(s) are to be added.]
ATTACH FORM D ADDENDUM for all new curricula or changes involving General Education courses.

ACTION (check appropriate box):

- () **ADDING:** Show the entire new curriculum by year (freshman, sophomore, etc.) using catalog format. Use plain sheets and attach.
- () **CHANGING:** Show present catalog description which is to be changed (left column) and the changes proposed (right column) on a separate sheet of paper. In proposed column, use ~~strikeout~~ and **bold** to identify deletions and additions. Explain all changes adequately on attachment.
- () **SUSPENDING:** Provide an adequate explanation for suspending the curriculum on plain sheets and attach.
- () **DROPPING:** Provide an adequate explanation for dropping the curriculum on plain sheets and attach.

CURRICULUM

PRESENT	PROPOSED
Total semester hours in current curriculum: _____	Total semester hours in proposed curriculum: _____

APPROVALS:

Department Faculty Approval Date _____	College Faculty Approval Date _____
_____ Department Chair's Signature (Date)	_____ College Dean's Signature (Date)
_____ Chair, FS C & C Committee (Date)	_____ Academic Affairs Approval (Date)

GENERAL EDUCATION REQUIREMENTS

PLEASE SUBMIT 17 COPIES OF THIS FORM

When a department adds a new curriculum or makes changes in an existing one, a Form D Addendum must also be submitted. This form is simply a list of those courses in the curriculum which satisfy the General Education requirement.

Include course rubric, number, and credit hours when curricula differ from the default values.

Indicate the curriculum year for all General Education courses.

General Education Requirement	Course(s)	Credit Hours	Curriculum Year
English Composition (6 hrs.)	ENGL 1001 or 1004	3	<input checked="" type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	ENGL 2000	3	<input type="checkbox"/> 1 st <input checked="" type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
Analytical Reasoning (6 hrs.) (At least 3 hours credit must be from a MATH course.)	General Education analytical reasoning course (from mathematics department)	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	General Education analytical reasoning course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
Arts (3 hrs.)	General Education art course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
Humanities (9 hrs.)	General Education humanities course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	General Education humanities course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	General Education humanities course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
Natural Sciences (9 hrs.) (If 2 course sequence is taken in the physical sciences, the additional 3 hour course must be from the life sciences, and vice versa.)	General Education natural science course sequence	6	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	General Education natural science course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
Social Sciences (6 hrs.) (At least three hours at or above the 2000-level.)	General Education social science course	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th
	General Education social science course (2000-level or above)	3	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th

**Instructions for Form D ·
Adding, Changing, Suspending or Dropping an Undergraduate Curriculum**

NOTE: Changes in areas of concentration should be submitted on Form E.

Seventeen identical copies of each request must be submitted.

All questions must be answered. The proposal will be delayed until the form is filled out completely and accurately.

The department should consider the length of time necessary to obtain final approval. If the curriculum is to be added, substantially changed, or dropped, as long as 18 months may be required before the action can be implemented. Hence, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to curricula generally take effect with the publication of the next *General Catalog*.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees. *In addition, any other division of the University which might be affected by the curricular change must be consulted. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations.*

If Establishing a New Undergraduate Curriculum:

In addition to submitting **17 copies** of Form D and Form D Addendum for review by the Faculty Senate Courses and Curricula Committee, the department should submit **a diskette formatted in WordPerfect 6.1 or higher and MS Word** of the proposal for submission to the governing boards for review, Regents' form, *Request for Authority To Offer a New Program*, and Regents' *Budget* form. (See Appendix B).

The entire curriculum, by year, must be typed on plain sheets and attached to Form D. Background information will be provided by completing the Regents' report format.

If Changing an Undergraduate Curriculum:

If all years of a curriculum are to be changed, the entire curriculum should be typed under two column headings--*Present* and *Proposed*. Place the years of the *Present* curriculum in the left column and the years of the curriculum in which changes are requested in the *Proposed* or right column. In proposed column use ~~strikeout~~ and **boldface** to identify deletions and additions. Indicate the present and proposed total semester hours. Departments must give an adequate explanation for the requested changes on a separate sheet attached to Form D. (Changes in areas of concentration should be submitted on Form E.)

[Instructions for Form D continue on next page]

[Instructions for Form D continued from previous page]

Changes involving only a revision in the title of a degree program, and not a change in content, should also be submitted on a Form D. (Form D Addendum is not required.) A detailed rationale/justification for the change in degree title must accompany the request. The Board of Regents retains final approval authority for changes in curricula titles; Academic Affairs will forward the request to the Regents after approval by the Courses and Curricula Committee.

If Suspending or Dropping an Undergraduate Curriculum

A brief explanation of the suspension or drop should be attached to Form D.

After a proposal to terminate a curriculum is approved, Academic Affairs will forward it to the Board of Regents through the appropriate channels. Requests to suspend curricula do not require Regents approval.

When a curriculum is dropped or suspended, students already in the curriculum are allowed to finish their degree programs. **No new students, however, are admitted.**

When requesting the **reactivation** of a suspended curriculum, departments should submit a new form D to the Faculty Senate Courses and Curricula Committee. Indicate on the form that a suspended curriculum is to be reactivated rather than a new curriculum created. If a significant amount of time has passed since the suspension, departments should check the current *General Catalog* carefully to ensure that the program meets all current requirements and that no required courses have been dropped since the suspension.

4. 2. Form D Addendum · General Education Requirement

When a department adds a new curriculum or makes changes in an existing one, a Form D Addendum must also be submitted. This form is simply a list of those courses in the curriculum that satisfy the general education requirement.

RECOMMENDED WORDING FOR GENERAL EDUCATION REQUIREMENTS

Departments and programs should employ the following wording where possible to ensure consistency across curricula in the description of General Education requirements.

** If 2 course natural science sequence is taken in the physical sciences, the additional 3 hour natural science course must be from the life sciences, and vice versa.*

English Composition

English 1001 or 1004.....	3
English 2000.....	3

Natural Sciences

General education natural science course sequence.....	6
General education natural science course*.....	3

Social Sciences

General education social science course	3
General education social science course (2000-level or above).....	3

Analytical Reasoning

General education analytical reasoning course (from mathematics department)....	3
General education analytical reasoning course.....	3

Humanities

General education humanities course	3
General education humanities course	3
General education humanities course	3

Arts

General education art course	3
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