

REQUEST FOR ADDING, CHANGING, OR DROPPING UNDERGRADUATE CONCENTRATION

PLEASE SUBMIT 17 COPIES OF EACH REQUEST

FORM E			
ADMINISTRATIVE USE ONLY			
	DIST		TABLE
	CAT		HIST
	UONC		ESP
Effective _____			

Department _____ College _____ Date _____
 Name of Concentration _____
 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.]

ACTION (check appropriate box):

- () **ADDING:** List the entire catalog description of the new concentration. Use plain sheets and attach.
- () **CHANGING:** List present catalog description which is to be changed (left column) and the changes proposed (right column). In proposed column, use ~~strikeout~~ and **bold** to indicate deletions and additions. Explain all changes adequately on attachment.
- () **SUSPENDING:** Provide an adequate explanation for suspending the concentration on plain sheets and attach.
- () **DROPPING:** Provide an adequate explanation for dropping the concentration on plain sheets and attach.

CONCENTRATION

PRESENT		PROPOSED	
Total semester hours in current concentration:		Total semester hours in proposed concentration:	

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)

Instructions for [Form E](#) · Adding, Changing, or Dropping a Concentration

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. Substantive changes can require as long as 18 months before official implementation. Thus, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to concentrations 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 proposals which 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.*

a. Adding a New Concentration

A concentration is an intensive study of a subject *within the major field* (usually 30 percent of the major requirements). The entire new concentration must be listed in catalog format. A brief justification for adding the concentration should be attached to Form E.

b. Changing an Existing Concentration

The present catalog description of the concentration and the proposed catalog description should be typed under the columns *Present* and *Proposed* on Form E. In proposed column use ~~strikeout~~ and **bold** to indicate deletions and additions. An adequate explanation for all changes should be attached to Form E.

d. Suspending a Concentration

A brief explanation for the suspension should be attached to Form E. When a concentration is suspended, students already in the concentration are allowed to finish. **No new students, however, will be admitted.**

Requests to reactivate suspended concentrations should be made by submitting a Form E to the Faculty Senate Courses and Curricula Committee. Indicate on Form E that a suspended concentration is to be reactivated rather than a new concentration added. 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.

d. Dropping a Concentration

A brief explanation for the drop should be attached to Form E. When a concentration is dropped, students already in the concentration are allowed to finish. **No new students, however, will be admitted.**