



Undergraduate Curriculum Change Form

Effective Term:

Department:

Program Name:

Concentration:

Minor:

Instructions: Provide requested changes on a marked-up (by hand/electronic changes) academic e-catalog curriculum page attached to this form. You may convert the e-catalog curriculum page to a word document and track changes for clarity.

- Make changes as **CLEAR** as possible.
- Identify whether courses are **Required** or **Electives**
- **Adding Courses:** Identify the Subject, Course Number, Title, Hours.
- **Moving Courses:** (1) Write in next to the course “move to ‘term year’”. (2) Write the course Subject and Number next to the new term year. (3) Adjust term “total hours” as necessary.
- **Deleting Courses:** (1) Draw a line through the course. (2) Adjust term and/or program “total hours” as necessary.
- **Special Setup:** For any variations in formatting or grouping of information or courses, please use a word document clearly identifying your preferences.

Explanation and Rationale for Change:

	Name	Phone Number	Signature	Date
Submitted By				
Department Head				
Academic Dean				
Office of Academic Programs				

Official Use Only

Processed In:	E-Catalog:	DegreeWorks:	Other:
	Initials _____ Date _____	Initials _____ Date _____	Initials _____ Date _____