TRANSMITTAL for UNDERGRADUATE PROGRAMS:
Changes or Proposals

I. INFORMATION:

1. **Program Title:**
2. **Department(s):**
3. **College(s)**
4. **Proposal prepared by:** **Date:**
5. **Check all that apply**

   ☐ **New program** ☐ **Existing program**

   ☐ **Change in course name** ☐ **Change in number of credits**

   ☐ **Change in major** ☐ **Change in minor**

   ☐ **Change in course content** ☐ **Change in emphasis/option**

6. **Other Programs/Departments Consulted (Requires letters of comment from all Departments or Programs substantially affected):**

   a.) **b.)** **c.)** **d.)**

7. **Catalog year (and semester) of Implementation:** **Semester** **Year**
8. **Have all courses in this program been approved? Yes** ☐ **No** ☐

   If "No" which courses have not been approved?

9. **Attach Request Narrative**
   Include in narrative on attached pages a rationale for the requested changes or creation of program. Include clarification concerning any courses that have not yet been approved. If requesting a program change also include a listing of course array for both the current and proposed program?
10. **UNIT APPROVALS: Requires signatures of all Department Chairs and Deans whose programs will be substantially affected by the changes or proposal. Signature lines for the affected Departments and Colleges (noted in "6" above), are on the addendum to this form. These signatures should be obtained prior to review by all other shared governance levels.**

	Signature	**Date**
Department Curriculum Committee Chair (optional)		
Department/Program Chair		
College Curriculum Committee Chair		
Dean of College		
University Curriculum Cmtt. Chair		
Academic Policy & Program Cmtt. Chair		
Faculty Senate Chair		
Provost / Vice Chancellor		
Chancellor		

*NOTE: The master copy of this transmittal & accompanying documents must be filed in the Provost's office upon final approval. The Provost's office will notify all appropriate administrative offices [Registrar, Dean(s), Department Chair(s)] of approvals & necessary actions to implement changes.

TRANSMITTAL for UNDERGRADUATE PROGRAMS: Changes or Proposals - Addendum

Signatures of Additional Department & Colleges Affected

Signature **Date**

Department Chair _____

Dean of College _____

- -

Signature **Date**

Department Chair _____

Dean of College _____

- -

Signature **Date**

Department Chair _____

Dean of College _____