**Complete this form and submit to the** **Office of Curricular Affairs****. You can review the route of approvals this form will go through** [**here**](https://academicadmin.arizona.edu/curricular-affairs/academic-program-approval/majorminor-programs)**. Committees only meet during the academic year and break for summer.**

1. **Program Details**
	1. Name (and Degree Type) of Academic Program:
		1. Emphases (if applicable):
	2. Academic Unit(s)/College(s):
2. **Primary Contact and Email:**
3. **Planned start term for changes:**
4. **Describe the proposed changes to the program as well as the rationale for making the specific changes and include any relevant supporting data.**
5. **Comparison Chart** – complete the appropriate chart below (delete the unnecessary ones) to compare your current requirements to the proposed modifications.
Tools for course lookup: UA Course Catalog or UAnalytics (Catalog and Schedule Dashboard)

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| **GRADUATE MAJOR** | **Existing Requirements** | **Proposed/Modified Requirements**  |
| Program type (MA, MS, PHD, CERT, MINOR, etc.) and name\* |  |  |
| CIP Code –lookup [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55)  |  |  |
| Total units required to complete the program |   |   |
| Total transfer units that may apply to the program~ |  |  |
| Pre-admission expectations (i.e. pre-requisites, professional and/or academic training to be completed prior to admission) |  |  |
| List all requirements including core and electives. Courses listed must include prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions in place/needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses being added and are not owned by your department.  |  |  |
| Research methods, data analysis, and methodology requirements (Yes/No). If yes, provide description |  |  |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description.  |   |   |
| Master thesis or dissertation required (Yes/No). If yes, provide description. |   |  |
| Additional requirements (provide description) |   |   |

\*May require Arizona Board of Regents (ABOR) approval

~A maximum of 30 units of transfer coursework from approved institutions may be used toward [**Ph.D**](https://grad.arizona.edu/gsas/degree-requirements/doctor-philosophy#credit-requirements) requirements. No more than 20% of the minimum number of units required for a [**master’s**](https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#transfer-credit) degree can be transferred from other accredited institutions. [**Certificates**](https://grad.arizona.edu/gsas/degree-requirements/certificate#transfer-credit) may permit up to 6 units of transfer.

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| **UNDERGRADUATE MAJOR** | **Existing Major Requirements** | **Requirements For Modified Major**  | **Example Modified Major (delete column when ready to submit)** |
| Name of major, emphasis (if applicable) and degree\* |  |  | Example, BS |
| CIP Code –lookup [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) or contact the Office of Curricular Affairs for assistance, if needed  |  |  | 46.0201-Carpentry/Carpenter |
| Total units required to complete the degree\* (Note: this is for the entire degree, not just the major) |   |   | 120 |
| Upper division units required to complete the degree |  |  | 42 |
| Total CC transfer units that may apply to this degree\* |  |  | 64 |
| Foundation courses |  |  |  |
| [Math](http://catalog.arizona.edu/policy/mathematics-requirements-foundations) |   |   | Substantial Math Strand |
| [Second Language](http://catalog.arizona.edu/policy/second-language-requirement-undergraduate-degrees) |   |   | Second Semester Proficiency |
| [General Education](http://catalog.arizona.edu/policy/general-education-tier-one-and-tier-two) |  |  |  |
| Introduction to General Education course (1 unit) |  |  | Introduction to General Education course (1 unit) |
| GE Exploring Perspectives: Choose one course from each domain. (12 units total) |  |  | Artist (1 course)Humanist (1 course)Natural Scientist (1 course)Social Scientist (1 course) |
| GE Building Connections: Choose three courses (9 units) from two or more disciplines and/or perspectives. |  |  | GE Building Connections: Complete 3 courses, 9 units total. |
| GE Capstone course (1 unit) |  |  | GE Capstone course (1 unit) |
| Pre-major? (Yes/No) |   |   | Yes |
| List any special requirements to declare or gain admission to this major (completion of specific coursework, minimum GPA, interview, application, etc.) |  |  | 1. Completion of pre-major coursework with a 2.5 GPA:-PHYS 141 (4) Introductory Mechanics-MATH 129 (3) Calculus II-CHEM 151 (4) General Chemistry I2. Submit essay3. Complete admission interview |
| Minimum # of units required in the major (units counting towards major units and major GPA) |  |  | 52 |
| Minimum # of upper-division units required in the major (upper division units counting towards major GPA) |  |  | 24 |
| [Minimum # of residency units to be completed in the major](https://catalog.arizona.edu/policy/graduation-grade-averages-and-credit-requirements) |  |  | 18 |
| Required supporting coursework (courses that do not count towards major units and major GPA but are required for the major). Courses listed must include prefix, number, units, and title. Include any limits/restrictions in place/needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department.  |   |  | -COMM 119 (3) Public Speaking-Technical Writing, choose 1 from the following: ENGL 308 (3) Technical WritingENGL 313 (3) Introduction to Professional & Technical WritingENGL 414 (3) Advanced Scientific Writing |
| Major requirements. List all major requirements including core and electives. If applicable, list the emphasis requirements. Courses listed count towards major units and major GPA. Courses listed must include prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions in place/needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses being added and are not owned by your department. Recommend ordering requirements in the same order as your advisement report. |  |  | -PHYS 141 (4) Introductory Mechanics-PHYS 241 (4) Introductory Electricity and Magnetism-MATH 129 (3) Calculus II-CHEM 151 (4) General Chemistry I-CHEM 152 (4) General Chemistry II-(New)XXXX 495S (3) CarpentryAdvanced Math, complete 1 from the following: MATH 223 (4) Vector CalculusMATH 254 (3) Introduction to Ordinary Differential EquationsList additional requirements totaling 52 units, 24 of which are upper division  |
| Internship, practicum, applied course requirements. (Yes/No). If yes, provide description.  |   |   | Yes. Complete 6 units of an internship or practicum in related field.  |
| Senior thesis or senior project required (Yes/No). If yes, provide description. |   |  | No |
| Additional requirements (provide description) |   |   | Present at annual department conference. |
| Minor (optional or required) |  |  | Required |

**UNDERGRADUATE MINOR**

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|  | **EXISTING REQUIREMENTS** | **PROPOSED REQUIREMENTS** |
| Minimum total units required |  |  |
| Minimum upper-division units required  |  |  |
| Total transfer units that may apply to minor |  |  |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  |  |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  |  |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  |  |
| Additional requirements (provide description) |  |  |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  |  |

**GRADUATE MINOR**

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|  | **EXISTING REQUIREMENTS** | **PROPOSED REQUIREMENTS** |
| Minimum total units required |  |  |
| Total transfer units that may apply to minor |  |  |
| List any special requirements to declare/admission to this minor (completion of specific coursework, minimum GPA, interview, application, etc.) |  |  |
| Minor requirements. List all required minor requirements including core and electives. Courses listed must include course prefix, number, units, and title. Mark new coursework (New). Include any limits/restrictions needed (house number limit, etc.). Provide email(s)/letter(s) of support from home department head(s) for courses not owned by your department. |  |  |
| Internship, practicum, applied course requirements (Yes/No). If yes, provide description. |  |  |
| Additional requirements (provide description) |  |  |
| Any [double-dipping restrictions](https://catalog.arizona.edu/policy/double-use-courses-double-dipping) (Yes/No)? If yes, provide description. |  |  |

\* These changes require Arizona Board of Regents (ABOR) approval.

1. **Faculty impact** – will new faculty hires be required to deliver the new, proposed curriculum?
2. **Budgetary impact** – indicate new resources needed and source of funding to implement proposed changes. If reallocating resources, indicate where resources will be taken from and the impact this will have on students/faculty/program/unit.
3. **Transfer Student Consideration** – Please explain how you have planned and evaluated the changes you requested in the context of:
* Mitigating the complexity of the transfer pathway/curriculum
* Supporting transfer student success
* Ensuring transferability of course work from Arizona community colleges
1. **Required signatures**

Program Director/Main Proposer (print name and title):

Program Director/Main Proposer signature:

Date:

Department Head (print name and title):

Department Head’s signature:

Date:



Associate/Assistant Dean (print name):

Associate/Assistant Dean’s signature:

Date:



Dean (print name):

Dean’s signature:

Date:

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| Graduate: For use by Curricular Affairs (for majors):

|  |  |
| --- | --- |
| Committee | Approval date |
| GPERC |  |
| Graduate Council |  |
| College Academic Administrators Council |  |
| Arizona Board of Regents (if applicable) |  |

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For minors and certificates:

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| Committee | Approval date |
| GPERC |  |

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| UG: For use by Curricular Affairs (for majors):

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| --- | --- |
| Committee | Approval date |
| APC |  |
| Undergraduate Council |  |
| U-CAAC |  |

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For minors and certificates:

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| --- | --- |
| Committee | Approval date |
| APS |  |
| Undergraduate Council |  |