**http://externalrelations.arizona.edu/styleguide/images/webgraphics/a-line-blue.png**

**FORM TO REQUEST SUBSTANTIAL CHANGES TO AN EXISTING GRADUATE PROGRAM**

**A request for substantial changes to an existing major program requires approval from the school director/department head (managing administrator), college academic dean, Graduate Programs Executive Review Committee (GPERC), Graduate Council, and College Academic Administrators Council (CAAC). A request for substantial changes to an existing minor/certificate requires approval from the school director/department head (managing administrator), college academic dean, and GPERC. Additional approvals may be required, depending on the requested changes. Complete this form and submit to the Associate Dean of the Graduate College (Maggie Pitts,** [**mjpitts@email.arizona.edu**](mailto:mjpitts@email.arizona.edu)**) and the Office of Curricular Affairs (curricular\_affairs@list.arizona.edu).**

1. **Requested by (College & School/Department):**
2. **Proposer’s name, title, email and phone number:**

## Describe the proposed changes to the program. Provide a rationale and explanation for making changes to the program and include any relevant supporting data. Are the changes proposed a result of Annual Program Review (APR) and/or a result from the assessment of programmatic outcomes? If you are requesting a name change, please indicate if the subject code (course prefix) will also change. Include requested new prefix code and description, if applicable.

## Comparison Chart–complete the chart below to compare your current/existing requirements and proposed modifications. You can find course information to help complete the chart below by using the [UA course catalog](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_CATALOG/HRMS/h/?tab=DEFAULT) or [UAnalytics](https://analytics.uaccess.arizona.edu/analytics/saw.dll?dashboard&PortalPath=%2Fshared%2FStudent%2F_portal%2FCatalog%20and%20Schedule) (Catalog and Schedule Dashboard> “Printable Course Descriptions by Department” On Demand Report; right side of screen). Proposed changes resulting in similar curriculum with other plans (within department, college, or university) may require completion of an additional comparison chart.

|  |  |  |
| --- | --- | --- |
|  | **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) or contact [Martin Marquez](mailto:martinmarquez@email.arizona.edu?subject=CIP%20Code%20) for assistance, if needed |  |  |
| 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.

1. **Faculty impact**– indicate if new faculty hires will be required to deliver the proposed modified/new curriculum.
2. **Budgetary impact**– indicate new resources needed and source of funding to implement the proposed changes. If reallocating resources, indicate where resources will be taken from and the impact this will have on students/faculty/program/unit.
3. **Required signatures**

Managing unit administrator (print name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing administrator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Managing unit administrator (print name and title): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Managing administrator’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Dean (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Dean (print name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Note: In some situations, signatures of more than one unit head and/or college dean may be required.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For use by Curricular Affairs:   |  |  | | --- | --- | | Committee | Approval date | | GPERC |  | | Graduate Council |  | | College Academic Administrators Council |  | | Arizona Board of Regents (if applicable) |  | |  |
|  | **If ABOR approval required :** |
| ☐ Notify proposers of approval | ☐ If applicable, create approval memo |
| ☐ Upload proposal documents to relevant UAccess tables | ☐ Send memo to college/dept and acad\_org listserv. |
|  | ☐ If applicable, create new plan code |
|  | ☐ If applicable, update emphases |
|  | ☐ If applicable, add last admit term to prior plan code(s) |
|  | ☐ Upload proposal docs to relevant UAccess table values |
|  | ☐ Notify proposers and acad\_org |
|  | ☐ If applicable, update API |