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**Request for Substantial Changes to an Existing Program - Graduate**

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](file:///\\wns-fs4.wns.ccit.arizona.edu\AdminData\Curricular%20Affairs\Forms%202020\mjpitts@email.arizona.edu)) and the Office of Curricular Affairs ([curricular\_affairs@list.arizona.edu](mailto:curricular_affairs@list.arizona.edu)).

1. Requested by (College & School/Department):
2. Proposer’s name, title, email address:
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. Are the proposed changes a result of Annual Program Review (APR)? and or a result from programmatic outcomes assessment? If your request includes a name change, please indicate whether the subject code (course prefix) will also change or provide a description if you are requesting a new subject code (course prefix).
6. Comparison Chart – complete the chart below to compare your current requirements to the proposed modifications. NOTE: Proposed changes resulting in similar curriculum with other plans (within department, college, or university) may require completion of an additional comparison chart.   
   Tools for course lookup: UA Course Catalog or UAnalytics (Catalog and Schedule Dashboard)

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| --- | --- | --- |
|  | **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.

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. 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:

|  |  |  |  |  |  |  |  |  |  |  |  |
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| For use by Curricular Affairs (for majors):   |  |  | | --- | --- | | Committee | Approval date | | GPERC |  | | Graduate Council |  | | College Academic Administrators Council |  | | Arizona Board of Regents (if applicable) |  | |  |

For minors and certificates:

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| --- | --- |
| Committee | Approval date |
| GPERC |  |