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

**FORM TO REQUEST SUBSTANTIAL CHANGES TO AN EXISTING UNDERGRADUATE MAJOR**

**A request for substantial changes to an existing program requires approval from the school director/department head (managing administrator), college academic dean, Curricular Affairs, Undergraduate Council (UGC), and College Academic Administrators Council (CAAC). Additional approvals may be required, depending on the requested changes.**

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

## Degree, major and number of students enrolled in the major. If you have emphases (sub-plans), list the number of students enrolled by emphasis:

## Describe proposed changes to the major. Provide a rationale and explanation for making changes to the major 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.

## Comparison Chart–complete the chart below using your existing [academic advisement report](https://uaccess.schedule.arizona.edu/psp/pubsaprd/UA_ADV_CATALOG/HRMS/h/?tab=DEFAULT). You may not need to complete all portions. Highlight row(s) indicating the proposed significant changes. 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. Delete Example columns before submitting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Existing Major Requirements** | **Requirements For Modified Major** | **Example Existing Major (delete column when submitting form)** | **Example Modified Major (delete column when ready to submit)** |
| Major, emphasis (if applicable) and degree \* |  |  | Example, BS | Example, BS |
| CIP Code –lookup [here](https://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) or contact [the Office of Curricular Affairs](mailto:curricular_affairs@list.arizona.edu?subject=Request%20for%20market%20analysis) for assistance, if needed |  |  | 46.0201-Carpentry/Carpenter | 46.0201-Carpentry/Carpenter |
| Total units required to complete the degree\* |  |  | 120 | 120 |
| Upper -division units required to complete the degree |  |  | 42 | 42 |
| Total CC transfer units that may apply to this degree\* |  |  | 64 | 64 |
| Foundation courses |  |  |  |  |
| [Math](http://catalog.arizona.edu/policy/mathematics-requirements-foundations) |  |  | Substantial Math Strand | Substantial Math Strand |
| [Second Language](http://catalog.arizona.edu/policy/second-language-requirement-undergraduate-degrees) |  |  | Second Semester Proficiency | Second Semester Proficiency |
| [General Education](http://catalog.arizona.edu/policy/general-education-tier-one-and-tier-two) |  |  |  |  |
| Tier I GE Requirements (150, 160, 170) |  |  | 2- Tier 1 150 (INDV)  2- Tier 1 160 (TRAD)  0- Tier 1 170 (NATS) | 2- Tier 1 150 (INDV)  2- Tier 1 160 (TRAD)  0- Tier 1 170 (NATS) |
| Tier II GE Requirements (Arts, HUMS, INDV, NATS) |  |  | 3 units -Tier II Arts  1-Tier II Humanities  1- Tier II Individuals and Societies  0-Tier II Natural Sciences | 3 units-Tier II Arts  1-Tier II Humanities  1- Tier II Individuals and Societies  0-Tier II Natural Sciences |
| Pre-major? (Yes/No) |  |  | No | Yes |
| List any special requirements to declare or gain admission to this major (completion of specific coursework, minimum GPA, interview, application, etc.) |  |  | None | 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 I  2. Submit essay  3. Complete admission interview |
| Minimum # of units required in the major (units counting towards major units and major GPA) |  |  | 52 | 52 |
| Minimum # of upper-division units required in the major (upper division units counting towards major GPA) |  |  | 30 | 24 |
| [Minimum # of residency units to be completed in the major](https://catalog.arizona.edu/policy/graduation-grade-averages-and-credit-requirements) |  |  | 18 | 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, complete 1 from the following:  ENGL 308 (3) Technical Writing  ENGL 313 (3) Introduction to Professional & Technical Writing  ENGL 414 (3) Advanced Scientific Writing | -COMM 119 (3) Public Speaking  -Technical Writing, choose 1 from the following:  ENGL 308 (3) Technical Writing  ENGL 313 (3) Introduction to Professional & Technical Writing  ENGL 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  Advanced Math, complete 1 from the following:  MATH 223 (4) Vector Calculus  MATH 254 (3) Introduction to Ordinary Differential Equations  List additional requirements totaling 52 units, 30 of which are upper division | -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) Carpentry  Advanced Math, complete 1 from the following:  MATH 223 (4) Vector Calculus  MATH 254 (3) Introduction to Ordinary Differential Equations  List additional requirements totaling 52 units, 24 of which are upper division |
| Internship, practicum, applied course requirements. (Yes/No). If yes, provide description. |  |  | No | 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 | No |
| Additional requirements (provide description) |  |  | None | Present at annual department conference. |
| Minor (optional or required) |  |  | Optional | Required |

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

^Emphases are officially recognized sub-specializations within the discipline. [ABOR Policy 2-221 c. Academic Degree Programs Subspecializations](https://public.azregents.edu/Policy%20Manual/2-221-Academic%20Degree%20Programs.pdf) requires all undergraduate emphases within a major to share at least 40% curricular commonality across emphases (known as “major core”). Total units required for each emphasis must be equal.

1. **Peer institution comparison-** describe how your modified major requirements are similar and different from major requirements of two peer institutions. Select peers from (in order of priority) [ABOR approved institutions](https://www.azregents.edu/arizonas-public-universities/peer-institutions), [AAU members](https://www.aau.edu/who-we-are/our-members), and/or other relevant institutions recognized in the field.
2. **Faculty impact**– indicate if new faculty hires will be required to deliver the proposed modified/new curriculum.
3. **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.
4. **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.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| For use by Curricular Affairs:   |  |  | | --- | --- | | Committee | Approval date | | Academic Programs Subcommittee |  | | Undergraduate 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. |
| ☐ Notify ADVIP team and proposers | ☐ If applicable, create new plan code (secondary too) |
|  | ☐ If applicable, update emphases |
|  | ☐ If applicable, add last admit term to prior plan code(s) |
|  | ☐ Upload proposal docs to relevant UAccess table values |
|  | ☐ Notify ADVIP team and proposers |