**A request for establishing a grade requisite of B or higher in a course requires approval from the school director/department head (managing administrator), Curricular Affairs, and Undergraduate Council (UGC). Additional approvals may be required, depending on the requested changes. This form must be submitted to Curricular Affairs no later than December 1st for consideration for inclusion in the newest Academic Catalog.**

1. Requested by (College & School/Department):
2. Proposer’s name, title, email, and phone number:
3. Use the table below to provide information about the course(s) for which the department is requesting a grade requisite of B or higher. Add rows, as needed. *Delete the example rows before submitting.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Course prefix and number** | **Cross-listed prefix(es)** | **Course home department** | **Proposed grade requisite** | **Justification for the proposed grade requisite. Provide detailed explanation justifying grade requisite. Summarize data provided in section IV of this form - student performance data, peer institution, etc.** | **List of majors and minors that require the course** | **List other courses impacted by the proposed grade requisite and briefly describe how they are impacted.** | **Does the requisite course have sufficient additional seats to accommodate students who fail to obtain the minimum required grade? Explain if and how these students will be accommodated.** |
| *Ex: WILD 345* | *UOFA, CATS, BDWN* | *University of Arizona Wild Department (WILD)* | *B or higher in WILD 200* | *WILD 345 is the gateway core curriculum course introducing key concepts in the Wildcat field. The course is part of our accredited curriculum and required for certification.*  *WILD 200 is a course requisite for WILD 345. Eighty-seven percent of students earning a B or higher in WILD 200 earned a C or higher in WILD 345. A C or higher in WILD 345 is required to satisfy the major requirement. Seventy percent of students earning C or D grades in WILD 200 earned D or lower in WILD 345.*  *Our proposed requisite is in line with peer institutions such as University of Florida, and Michigan State University.* | *Wildcat , BS*  *Wildcat , BA*  *Wildcat, MIN* | *WILD 400: requires completion of WILD 345*  *WILD 346: requires WILD 345 as co-requisite*  *CATS 379: requires completion of WILD 345 and CATS 276*  *BDWN 456: requires completion of WILD 345 and BDWN 452* | *WILD 200 is adding more seats to accommodate students that have not met the required B or higher requisite for WILD 345. We anticipate needing approximately 14 seats based on historical grading distribution.* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

1. Provide data that demonstrates completion of the course for a grade of B or higher will lead to increased success of students to complete their majors, minors or subsequent coursework.
2. **REQUIRED SIGNATURES**

Managing Unit Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (name and title)

Managing Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Managing Unit Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (name and title)

Managing Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

**If the request is approved (confirmed by signature from Curricular Affairs below), the proposing department must attach this signed document to the corresponding UA Course Modify Form.**

**For Curricular Affairs Only:**

**Request Status (Approved or Denied). If denied, please provide information:**

|  |  |
| --- | --- |
| **Committee** | **Date** |
| **Academic Programs Subcommitee** |  |
| **Undergraduate Council** |  |

**Curricular Affairs Representative Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Curricular Affairs Signature (only if approved): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**