**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**