**Policy Proposal**

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| **Policy Title** | Substantial Changes to Undergraduate Curricular Requirements | | |
| **Rationale for Policy** | To supplement the recent changes to the Undergraduate Certificate Definition, Procedures, and Policies, this new policy will define the threshold between standard curricular updates and substantial curricular updates. Defining this threshold in policy will set a consistent standard for updates to majors, minors, emphases and certificates based on the extent of the change in relation to the program. | | |
| **Contact Person for Questions** | Stephanie Carlson, Program Manager, Curricular Affairs | | |
| **Approvals Granted**  *(for council use only)* | UGC Policies Subcommittee | Scheduled: 11/24/2020 | Status: Approved 11/24/2020 |
| Undergraduate Council | Scheduled: 12/8/2020 | Status: Scheduled |
| CAAC | Scheduled: 12/15/2020 | Status: Scheduled |
| Faculty Senate | Scheduled: 1/25/2021 | Status: Scheduled |

**Policy Text**

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| Updates to undergraduate curriculum including one or more of the following changes are considered **substantial** updates, and require approval through faculty governance:   * Changes to General Education or Foundations requirements * Creation or removal of a pre-major * Increase or decrease of 20% or more of units required to complete the program\* * Change of 20% or more of required coursework in the program\*   *\*Note: total required units vary greatly depending on the discipline and the type of program (certificate, minor, or major). A change to the same number of courses may be considered substantial for one program and not substantial for another, depending on the total required units for each program. Example: a change to any 3-unit course requirement for a 15-unit certificate program would constitute a substantial change, whereas for a 60-unit major program, up to 11 units of course requirements could be changed before reaching the 20% threshold to constitute a substantial change.* |
| Related Links will include:   * [Curricular Affairs](https://academicadmin.arizona.edu/curricular-affairs/academic-program-approval/curricular-updates/undergraduate-proposal-approval) – current procedures and request forms for substantial changes. * Office of the Registrar (page being developed) – current procedures for standard (non-substantial) changes. |