

Curriculum Committee Forms and Process

Curriculum Form Descriptions/Usage

Bulletin/Banner Change

- Used for SIMPLE changes to frequency, prerequisites, and editorial changes.
- Multiple similar changes can be made on one form with a detailed description of each proposed change.
- Do NOT use when making major changes to programs, minors, or courses.

Course Revision

- Used for MAJOR changes to a current course, including curricular changes, course prefix or number, hours awarded, etc.
- Multiple similar changes can be made on one form with a detailed description of each proposed change.

New Course

- Used for proposing a new course or an experimental course

Course Deletion

- Used to remove any course from the bulletin.
- Specify on the form the year and term this is to be removed.

New Minor

- Used for proposing a new minor.

New Program/Certificate (LOI 1)

- Used for proposing a new program or certificate which will consist of more than 50% NEW coursework.
- Complete the **entire** document, including both the LOI and the Proposal forms, for submission to ADHE.

New Emphasis, Concentration, or Option (LON 3)

Program, Emphasis, or Minor Deletion (LON 5)

Reconfiguration of Existing Degree Programs (LON 11)

All Other LONs

- Appropriate form must be completed, along with the signature page and bulletin change page
- Delete all unused LON forms.
 - LON 1 – NAME CHANGE OF EXISTING CERTIFICATE, DEGREE, MAJOR, OPTION, OR ORGANIZATIONAL UNIT
 - LON 1-C – CIP CODE CHANGE REQUEST
 - LON 2 – ESTABLISHMENT OF ADMINISTRATIVE UNIT
 - LON 4 – ESTABLISHMENT OF NEW ADMINISTRATIVE UNIT
 - LON 6 – Inactive/Reactivate Program

- LON 7 – REORGANIZATION OF EXISTING ORGANIZATIONAL UNITS
- LON 8 – UNDERGRADUATE CERTIFICATE PROGRAM
 - Used when more than 50% of the coursework is existing
- LON 9 – UNDERGRADUATE CERTIFICATE PROGRAM (21-45 semester credit hours)
 - Used when more than 50% of the coursework is existing
- LON 10 – GRADUATE CERTIFICATE PROGRAM (12-21 semester credit hours)
 - Used when more than 50% of the coursework is existing
- LON 11A – RECONFIGURATION OF EXISTING ASSOCIATE DEGREE PROGRAM
- LON 11C – CURRICULUM REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM
- LON 11D – PROGRAM RECONFIGURATION
- LON 11M – RECONFIGURATION OF EXISTING DEGREE PROGRAMS
- LON 11R – REVISION OF EXISTING CERTIFICATE OR DEGREE PROGRAM
- LON 11T – RECONFIGURATION OF EXISTING DEGREE PROGRAMS FOR TRANSFER PURPOSES
- LON 12 – EXISTING CERTIFICATE or DEGREE PROGRAM OFFERED AT OFF-CAMPUS LOCATION
- LON 13 – EXISTING CERTIFICATE or DEGREE OFFERED via DISTANCE TECHNOLOGY

Process for Submitting Proposals

1. See the University Curriculum Calendar for appropriate meeting dates and submission deadlines.
2. Download the appropriate form(s) from the website:
 - a. <http://www.astate.edu/a/shared-governance/shared-governance-committees/undergraduate-curriculum-council/forms.dot>
 - i. SEE CURRICULUM FORM DESCRIPTION/USAGE
3. Complete the form(s). Text will wrap and boxes will expand automatically.
4. Save the document with a **new** descriptive name.
 - a. The document name gives information about the year, level (G or U), and college a curricular proposal originates from.
 - b. College abbreviations are as follows:
 - i. Agriculture, Engineering and Technology = AET
 - ii. Business = BU
 - iii. Education and Behavioral Science = EBS
 - iv. Liberal Arts and Communication = LAC
 - v. Nursing and Health Professions = NHP
 - vi. Science and Mathematics = SM
 - vii. Undergraduate Studies = US
5. Submit the document by email to the appropriate person/committee. Signatures will be collected electronically. Each party will type in their name in the appropriate signature line before sending it on to the next party.
 - a. All proposals must be approved by the following parties before they can be considered at Undergraduate Curriculum Council or Graduate Council:
 - i. Department Curriculum Committee Chair
 - ii. Department Chair

- iii. College Curriculum Committee Chair
- iv. College Dean
- v. General Education Committee Chair (if applicable)
- vi. COPE Chair (if applicable)
- vii. Head of Unit (if applicable)

6. After all college and applicable signatures are attained, the document will be submitted to Academic Affairs and Research by email to curriculum@astate.edu.