

Directions for *Bulletin Change* form usage

- **Bulletin/Banner Change Transmittal Form**
 - Use for minor bulletin and banner changes, such as:
 - Editorial course changes (i.e. changes only to the *Course Description*)
 - Minor program changes
 - Minor emphasis, concentration, or minor changes.
 - Not for use for making significant adjustments to programs, minors, or courses.
- **Course Deletion Proposal Form**
 - Use this form for removal of course from bulletin. Please be sure to specify on form the year and term this is to be removed.
- **Course Revision Proposal Form**
 - Use this form for any changes to a current course, including changes to course prefix and number, hours awarded, content, etc.
- **LONs Proposal Form**
 - Utilize this form to submit all LONs (except LON 3, 5, and 11) for notification to curricular committee and subsequent submission to ADHE.
- **New Course Proposal Form**
 - Use this form for proposing a new course or an experimental course.
- **New Program / Certificate Proposal Form**
 - Use for proposing a new program
 - Be sure to fully complete both the LOI and Program Proposal forms, which are included within the document, for submission to ADHE.
- **New Minor Proposal Form**
 - Utilize this for proposals of a new minor.
- **New Emphasis, Concentration or Option Proposal Form**
 - Utilize this for proposals of a new emphasis, option, or concentration.
- **Program, Emphasis, or Minor Deletion Proposal Form**
 - Use this form for removal of a program, emphasis, or minor from bulletin. Please be sure to specify on form the year and term this is to be removed.
 - LON-5 is included at end of document. Please complete for submission to ADHE.
- **Reconfiguration of Existing Degree Program Proposal Form**
 - Use this form for modifying an existing program.
 - LON-11 is attached at end of document. Please complete for submission to ADHE.

Please contact the Registrar's office regarding minor editorial changes. Note that Banner cannot show special characters.