**Curriculum Forms Guide**

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| **Action** | **A-State Form** | **ADHE Form** |
| **COURSE LEVEL ACTIONS** | | |
| * Propose a new course * modify an existing course | New or Modified Course Proposal Form | N/A |
| * Delete a course | Course Deletion Proposal Form | N/A |
| **PROGRAM LEVEL ACTIONS** | | |
| **Revisions** | | |
| * Change program curriculum (more than 50%) | Curriculum Revision of Existing Certificate or Degree Program Form | LON |
| * Rename a major or organizational unit | Existing Certificate Degree Major or Organizational Unit Name Change Only Form | LON |
| * Rename an emphasis, concentration, option or minor | Program Modification Form | N/A |
| * Modify an existing program   + Change in admissions standards   + Change program curriculum (less than 50%)   + Program modification not addressed by other forms | Program Modification Form | N/A |
| **Deletions** | | |
| * Delete a concentration, option, or minor | Emphasis Concentration Option or Minor Deletion Proposal Form | N/A |
| * Delete a program | Program Deletion Proposal Form | LON |
| **Additions** | | |
| * Propose a new certificate   (50% or less of the courses are new and created for this certificate) | New Certificate Program Form | LON |
| * Propose a new emphasis, concentration, option, or minor | New Emphasis Concentration Option or Minor Proposal Form | N/A |
| * Propose a new program or certificate (more than 50% of the courses are new and created for this program) | New Program Certificate Proposal Form | N/A |
| * Offer an existing certificate or degree online | Online Delivery of Existing Certificate or Degree Form | LON |
| * Reconfigure an existing degree to create a new one   (50% or less of the courses are new and created for this program) | Reconfig Program Proposal Form | LON |
| **Other** | | |
| * Deactivate a program * Reactivate a program | Deactivate Reactivate Program Form | LON |
| * Offer an existing certificate or degree program at an off-campus location (all or part) | Existing Certificate or Degree Program Offered at Off-Campus Location Form | Academic Affairs and Research will prepare paperwork |
| Contact Academic Affairs and Research for other actions including but not limited to the following: | | |
| * Establishment of New Administrative Unit | | |
| * CIP Code Change | | |