**Curriculum Forms Guide**

|  |  |  |
| --- | --- | --- |
| **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
 |