

**Curricula - Existing Degree Program:
All Additions for Major, Minor, or Concentration**

1. Initiate Request to Plan Proposal
 - a. Include Rationale, projected headcount, draft of plan of study, effective term
 - b. Enrollment Management Analysis & Reporting (EMAR) provide feedback on projected headcount
2. Department Head approval to proceed
 - a. Approve - proceed
 - b. Deny – Send back to initiator
3. Dean of School/College approval to proceed
 - a. Approve - proceed
 - b. Deny – Send back to initiator
4. Notify Office of the Registrar
5. Notify Provost Office and Associate Deans for review intent to propose
6. Provost Office discuss intent with UEAC
 - a. Approve – proceed with request to submit proposal
 - b. Deny – Send back to initiator
7. Initiate formal proposal
 - a. Include:
 - i. Plan of Study (Plan of Study for majors or concentrations, list of courses for minors)
 - ii. 8 semester plan (degree requirement sheet)
 - iii. Brief rationale for addition or revision
 - iv. List of pre-requisites for required courses
 - v. If courses are required from outside the proposing department or school, the departmental contact for use of those courses should be provided.
 - vi. Total number of credit hours
 - b. Are there currently enrolled students?
 - i. Yes
 1. Are they staying under the existing?
 2. If no, have the students been notified?
 - a. Will this change delay their graduation?
 - c. Include CIP code (Link is 2010 CIP book)
<https://nces.ed.gov/ipeds/cipcode/Default.aspx?v=55>
8. Notify Department Head for review
 - a. Approve - proceed
 - b. Deny – Send back to initiator
9. Notify Dean of College/School
 - a. Approve - proceed
 - b. Deny – Send back to initiator
10. Submission to Office of the Registrar for review & recommendation
 - a. Review required courses and assess impact
11. Provost Office reviews formal proposal
12. Associate Deans review formal
If discussion is needed: Provost Office reviews with UEAC. No vote required
13. Notify Office of the Registrar
 - a. SIS systems updated accordingly
 - b. Communicate to University stakeholders including Admissions & Financial Aid, etc.