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)  

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.