

PROGRAM REVISION INSTRUCTIONS

GENERAL INFORMATION

To submit a ***program revision proposal***, complete the Program Revision Proposal Form and submit electronically as a Word document or a PDF, including original signature page, to GSC (500-700 level) and/or UCC (100-500 level) through (curriculum@uncg.edu). Proposals with incomplete information or missing signatures will be returned.

Program Revisions Requiring the Program Revision Form

This form should be used to request the following types of undergraduate or graduate degree or certificate curriculum revisions:

- Revising the name of a concentration or minor (Use *Request for Program Title or CIP Code Change Form* for degree/certificate title changes.)
- Revising the admission criteria for a major/minor/concentration
- Revising the criteria for progression in a major/minor/concentration
- Revising the graduation requirements for a major/concentration
- Revising the GPA requirements for a major/minor/concentration
- Revising the number of hours required for a major or one of its concentrations/minors/certificates
- Adding or deleting required courses for a major and/or related areas without exceeding credit limits or guidelines
- Revising course requirements for existing minors and concentrations
- Specifying courses required for General Education Curriculum/marker credit

Please note: Use *New or Amended Course Proposal* or *Routine Course Change Request* depending on the change for revisions to existing courses (course number, credit, titles, descriptions, prerequisites, deletions, etc.). Use *New Concentrations*, *Second Academic Concentrations*, and *Minors* for new concentrations or minors within existing majors.

For a few academic departments, the University's software systems (CAPP/Degree Works) are unable to accurately audit portions of the degree program requirements. In such cases, the University Registrar's Office will notify the department, which will be called upon to assist with the manual degree clearance process.

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Department: The department requesting the program revision associated with the program prefix (letters).

Program: Specify each program affected by change (i.e. major/minor/concentration, etc.)

Contact Person and Email: Faculty member submitting the program revision and corresponding contact information. This should be the person who would answer questions from committees about the request.

Date: Date the form was completed.

Proposed Effective Date: Use the drop-down box to select the year the change to the program will become effective. Changes to programs are effective Fall only. No Retroactive requests.

Rationale: The rationale for the revision explains to the curriculum committees why you are asking for the requested revision, including how it supports the mission of the program(s) and the university; and indicates the relationship to the curriculum of the Department/College/School submitting the course. The rationale provided will inform the review and help the committee members make decisions about the

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proposal. It should include any information relevant to making a judgment, including impact on new and continuing students, and faculty. Failure to include this item may result in a delay in consideration of the proposal by the UCC/GSC.

Change of Title: The title should be limited to six words or fewer* (30 characters) and should clearly reflect the content of the concentration/minor. Care should be taken not to use technical terms that may not be clear to students or other non-specialists. The UCC or GSC may recommend changes in course titles.

****Note: Banner allows only 30 characters (including spaces) so be mindful of how your title may be abbreviated for the academic transcript.***

Change in number of hours required: Include the current number and new number of hours required for the degree or certificate program. Indicate if the change is equal to or greater than 25% of the total hours for the major/concentration/minor

Revised Program Student Learning Outcomes: List current and revised student learning outcomes.

Change in admission, progression, or GPA requirements: Check the appropriate box(es) and list the current and new requirements.

Addition/Deletion of courses (major or related area requirements): List courses to be added to major or related area requirements and/or courses to be deleted, and list current and new bulletin text.

Addition/Deletion of courses (concentrations or minors): List courses to be added to concentrations or minors requirements and/or courses to be deleted, and list current and new bulletin text.

Changes in requirements for General Education Core/Marker Requirements: List current and new bulletin text.

Changes in Program Requirements/Language: If Program Revision does not fall in to categories above, use this field. List current and new bulletin text.

Consultations: See "[UNCG Course/Program Consultation](#)" on the curriculum website. Consultations serve the purposes of providing information as a courtesy and to avoid course duplications. Please note whether reservations/suggestions from consultations were addressed. Please attach all course consultation forms; if the consulting department did not return the form, this should be noted on the form. You may also attach email correspondence as evidence of consultations.

SIGNATURE SHEET:

- 1. Dean of the Academic Unit**
- 2. Department Curriculum Committee**
- 3. College/School Curriculum Committee**
- 4. Teacher Licensure:** Approval is needed from the Associate Dean for Academic Affairs and Student Services in the School of Education.
- 5. UCC/GSC Approval:** Submit completed form and signature sheet to the Graduate Studies Committee and/or the Undergraduate Curriculum Committee for final approval.