Degree Program Changes

Using the Format 5 Form

Changes to degree programs should be submitted early in the fall semester, if possible, in order to make the next printed UAF Catalog. Approval for program changes must occur by March 1 to meet the catalog production cycle. Therefore, degree program changes submitted in the spring semester may not make it through the curriculum review process in time for the March 1 approval deadline. Late submissions will then be approved to take effect a full year later.

It’s also critical to submit related course additions and changes in a timely fashion to coincide with the degree program change. Again, early submission in the fall semester is strongly advised to allow time for potential revisions at the request of the curriculum review committees.

It is the responsibility of the department or program submitting the forms to track their progress through the initial signature approvals of department chair, unit curriculum council chair and dean. Only completely signed originals will be accepted at the Faculty Senate Office. Electronic copies should contain scanned copies of the signature page(s). It is good practice to include a formal memorandum summarizing all program and related course paperwork being submitted. This facilitates better coordination of all related submissions for the Faculty Senate curriculum review committees, not to for mention the unit’s own curriculum council. Items submitted from a unit in a piecemeal fashion are treated as such because of time constraints and circumstance, not design.

Submit Format 5 to:

Faculty Senate Office:
312B Signers’ Hall (Include this with the Box number to ensure proper delivery.)
Box 7500
Email an electronic copy (with scanned signatures) to jbhavie@alaska.edu

WHAT IS THE APPROVAL PROCESS FOR DEGREE PROGRAM CHANGES?
Program changes are reviewed by the appropriate Faculty Senate committee – Curriculum Review Committee reviews undergraduate programs, and the Graduate Academic and Advisory Committee reviews graduate programs. The committee’s approval is then followed by the Provost’s approval before the paperwork is advanced to the Registrar’s Office for Banner entry and the UAF Catalog. To be included in the upcoming printed UAF Catalog, final approval needs to occur by March 1 in order to meet catalog production deadlines.

WHERE DO I GET THIS FORM?
Curriculum forms may be downloaded from the links on the UAF Governance web site at:

http://www.uaf.edu/uafgov/faculty-senate/curriculum/

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.
Submit originals and one copy and electronic copy to Governance/Faculty Senate Office (email electronic copy to jbharvie@alaska.edu)

**PROGRAM/DEGREE REQUIREMENT CHANGE (MAJOR/MINOR)**

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<thead>
<tr>
<th>SUBMITTED BY:</th>
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<tbody>
<tr>
<td>Department</td>
<td>College/School</td>
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<td>Prepared by</td>
<td>Phone</td>
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<tr>
<td>Email Contact</td>
<td>Faculty Contact</td>
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</tbody>
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See [www.uaf.edu/uafgov/faculty-senate/curriculum](http://www.uaf.edu/uafgov/faculty-senate/curriculum) for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

**DEGREE PROGRAM**

Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)

A. **CHANGE IN DEGREE REQUIREMENTS:** (Brief statement of program/degree changes and objectives)

B. **CURRENT REQUIREMENTS AS IT APPEARS IN THE CATALOG:**

C. **PROPOSED REQUIREMENTS AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:**
   (Underline new wording, strike-through old wording and use complete catalog format)

D. **ESTIMATED IMPACT**

   WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.
E. IMPACTS ON PROGRAMS/DEPTS:

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

F. IF MAJOR CHANGE - ASSESSMENT OF THE PROGRAM:

Description of the student learning outcomes assessment process.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize program/degree change applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. If you drop a course, is it because the material is covered elsewhere? Use as much space as needed to fully justify the proposed change and explain what has been done to ensure that the quality of the program is not compromised as a result.

APPROVALS:

Signature, Chair, Program/Department of: [Signature] [Date]
Signature, Chair, College/School Curriculum Council for: [Signature] [Date]
Signature, Dean, College/School of: [Signature] [Date]

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

Signature, Chair, UAF Faculty Senate Curriculum Review Committee: [Signature] [Date]