



College Curriculum and Assessment Committee (CCAC)

Program Change Request

This form should be used to make changes to programs currently listed in the AUK Catalog or Banner. Incomplete forms will be returned to Department Chairs.

RO Use Only:
Processed by: _____
Date: _____

Please read the Academic Catalog Review Process carefully before submitting your request.

Department Name:

1. Select requested change(s):

MINOR

New minor in

Delete minor in

Revise minor requirements

Change name of minor

Other

MAJOR

Revise major requirements in

2. If requesting new minor, submit the following:

Catalog wording:

*Brief description of program

*Department Chairperson and email

*Learning outcomes

*Minor requirements, including core courses and electives

Rationale for new minor

Names and CVs of faculty eligible to teach the new program

Minor approval from the PUC

Description of budget and resource implications

Communication/Approval from Academic Advising Center

Communication/Approval from Registrar's Office

3. If requesting revisions to the major/minor, submit the following:

Description of requested changes

Rationale for requested changes (must be justifiable)

Catalog wording for requested changes (if necessary)

If accredited, approval from/communication with accrediting body

4.

Effective catalog year:

Date of last revision:

DISCLAIMER:

New programs (majors, minors, etc.), as well as changes to a major/minor name, require the approval of the Private Universities Council (PUC).

Required Signatures:

1. Department Chairperson/Faculty Proposer*

Signature

Date

*If there is no Department Chair, the Faculty Proposer must sign and add the relevant notes.

2. CCAC Chairperson

Signature

Date

Recommend

Recommend with editing

Do not recommend

Returned to Department Chair/Faculty Proposer
(reasons listed under CCAC notes)

3. Dean of College

Signature

Date

4. President

Signature

Date

Department Chairperson/Faculty Proposer Notes

CCAC Chairperson Notes

College Dean Notes

Enrollment Management Committee Notes