

# Minor Change to an Undergraduate Program

Program Name: \_\_\_\_\_

Program named above is (complete only if applicable):

\_\_\_ Option within \_\_\_\_\_  
(degree program name)

\_\_\_ Minor

\_\_\_ Certificate

Will proposed changes affect Transfer Model Curriculum? Yes      No      If yes, explain:

Will proposed changes affect a subject matter preparation or credential program? Yes      No      [EM 07-012](#)

**Brief rationale for change (attach additional pages if more space is needed):**

## Required Signatures

The Department of \_\_\_\_\_ has reviewed and approved this program change

\_\_\_\_\_  
Chair, Department Curriculum Committee      Date

\_\_\_\_\_  
Department Chair      Date

The College of \_\_\_\_\_ has reviewed and approved this program change

\_\_\_\_\_  
Chair, College Curriculum Committee      Date

\_\_\_\_\_  
College Dean      Date

**Send signature page with marked up catalog copy attached to Curriculum Services, SSC 464B, zip 128  
Curriculum Technical Review Completed \_\_\_\_\_**

# CHECKLIST: MINOR PROGRAM CHANGE

- Signature page with rationale for changes
- Existing catalog copy clearly marked with proposed changes, preferably in red. Please do not use “track changes” or enable comments. Note: If changes are extensive, it may be helpful to use the [side-by-side comparison chart](#).
- Updated MAP (degree programs only)
- Evidence of consultation if adding/removing courses from another department (e-mail from Chair)