

PROCESS CHECKSHEET FOR BULLETIN CHANGE PROPOSALS

Proposal title:

Target meeting date:

Department:

School:

Presenter:

Contact info:

LEGEND	✓ _____	=DATE WHEN REQUIRED ACTION WAS FULFILLED
DLTC =Distance Learning Tech Comm	GE	=General Education Committee
OCC =Off-campus Comm	AC	=Admissions Committee
APCC =Acad Policies and Curriculum Committee	HSEC	=HS Experience Committee
PDC =Prof Development Committee	UE	=Undergraduate Experience
FCC =Faculty Curriculum Committee	AAS	=Admissions & Acad Standards
PDRC =Program Development & Review Committee	GC	=Graduate Council
UGC =Undergraduate Council	BOARD	=Board of Trustees

STEP	1	2	3	4	5	6
CONSULTING/DECISION-MAKING BODY >>>	DEPT/FCC	DLTC/OCC	APCC/PDC/FCC	PDRC	UGC/GC	BOARD
STAGE >>>	IDEA	PROPOSAL	SCHOOL	UNIVERSITY		
ACTION REQUIRED >>>	APPROVAL	APPROVAL	APPROVAL	APPROVAL	APPROVAL	APPROVAL
1 FORMAT/EDITORIAL						
1.1 Grammatical/editorial change	✓ _____					
2 COURSE						
2.1 New Course	✓ _____		✓ _____			
2.2 Discontinuing Course	✓ _____		✓ _____			
2.3 Course Acronym	✓ _____		✓ _____			
2.4 Course Content	✓ _____		✓ _____			
2.5 Course Delivery	✓ _____	✓ _____	✓ _____			
2.6 Course Description	✓ _____		✓ _____			
2.7 Course Title	✓ _____		✓ _____			
2.8 Course Credit	✓ _____		✓ _____			
2.9 Grading	✓ _____		✓ _____			
2.10 Level	✓ _____		✓ _____			
2.11 Prerequisites/Corequisites	✓ _____		✓ _____			
2.12 Repeat Limits	✓ _____		✓ _____			
2.13 Scheduling	✓ _____		✓ _____			
3 PROGRAM/DEGREE/MAJOR						
3.1 New	✓ _____		✓ _____	✓ _____	✓ _____	✓ _____
3.2 Discontinue	✓ _____		✓ _____	✓ _____	✓ _____	✓ _____
3.3 Name Change (include upgrade of Concentration to Major)	✓ _____		✓ _____	✓ _____	✓ _____	
3.4 Substantive Credit Change >15%	✓ _____		✓ _____	✓ _____	✓ _____	
3.5 No Substantive Credit Change <15%	✓ _____		✓ _____			
3.6 Changes in Requirements (Program/Degree/Major/Cognate)	✓ _____		✓ _____			
3.7 Professional Status Change	✓ _____		✓ _____		✓ _____	
3.8 Program Delivery	✓ _____	✓ _____	✓ _____			
3.9 Transfer between departments (no substantive change in requirements)	✓ _____		✓ _____	✓ _____	✓ _____	
3.10 Transfer between departments with substantive change in requirements	✓ _____		✓ _____	✓ _____	✓ _____	

4 *CONCENTRATION/EMPHASIS						
4.1	New	✓ _____		✓ _____	✓ _____	✓ _____
4.2	Discontinue	✓ _____		✓ _____	✓ _____	✓ _____
4.3	Name Change (include upgrade of Concentration to Major)	✓ _____		✓ _____	✓ _____	✓ _____
4.4	Substantive Credit Change >15%	✓ _____		✓ _____	✓ _____	✓ _____
4.5	No Substantive Credit Change <15%	✓ _____		✓ _____		
4.6	Changes in Requirements	✓ _____		✓ _____		
CERTIFICATE/MINOR/PRE-						
5 PROFESSIONAL GOAL						
5.1	New	✓ _____		✓ _____	✓ _____	✓ _____
5.2	Discontinue	✓ _____		✓ _____	✓ _____	✓ _____
6 ADMISSIONS						
6.1	Proficiency minima (Graduate AAS)				✓ _____	
6.2	Prerequisites (Graduate AAS)				✓ _____	