



**DO NOT TYPE IN THIS BOX**

Bulletin #: \_\_\_\_\_

Academic Year: \_\_\_\_\_

**CHANGES TO UNDERGRADUATE MAJOR**  
PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

**Please fill out the coversheet in its entirety.**

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**The proposal must include the following elements using the current undergraduate catalog:**

- I. List old Major prescribed courses, other requirements, credits and page number (left column)
  - II. List new Major prescribed courses, other requirements and credits (right column)
  - III. Include a brief rationale for the change in the track
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**CHECK LIST – *Check only those that apply***

- |  | <b>Yes</b>  | <b>No</b>   |
|--|---|---|
| 1. Do all courses exist in the current catalog?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date.  |   |   |
| If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first.   |   |   |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 6. Are all courses to be added or changed taught in the same proposing departments?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 7. Are courses to be deleted taught in the same proposing department?  | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| If the answer to #6 or #7 is 'NO', do you have the written approval/ acknowledgement of the other department(s)? (You must have written approval before submitting this document.) | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> |
| 8. The written approval(s)/acknowledgment(s) must be attached.   |   |   |