

PROGRAM REVISION FORM

Please use this form to submit requests for revisions to existing undergraduate or graduate degree programs. All program revisions are approved by the AAC and VPAA; some may also require petition action, Plenary vote, Board of Trustees, and/or NYSED approval. Use the Routine Course Change form for revisions to existing courses; do not include individual course revisions on this form. Program revisions are NOT retroactive to preceding semester or Catalog; however, program revisions that will impact students using earlier Catalogs for their degree requirements must be noted (see #11 below).

This form should be used to request the following types of curriculum revisions:

- . Revising the name of a degree program, major, minor, concentration or track
- . Revising the admission criteria for a major/minor/concentration/track
- . Revising the criteria for progression in a major/minor/concentration/track
- . Revising the GPA requirements for a major/minor/concentration/track
- . Revising the number of hours required for a major or one of its minors/concentrations/tracks
- . Adding an option or concentration within a baccalaureate program
- . Changing the focus, design, title, location, format, calendar, or liberal arts content of a baccalaureate program
- . Revising an undergraduate or graduate level program
- . Revising a program leading to teacher certification
- . Revising a certificate, diploma, or advanced certificate program.

NOTE: Revisions to specific courses must be submitted on a separate Routine Change Form

Submit nine (8) copies of undergraduate requests to the Chair of the Academic Affairs Committee.

Submit nine (8) copies of graduate requests to the Chair of the Graduate Council.

Please note:

- . Use the Major, Minor, Concentration, Track Proposal Form to submit requests for new majors, minors, concentrations, or tracks within existing undergraduate majors.
- . Use the Routine Course Change Form to request revisions to specific course information (course number, credit, titles, descriptions, deletions, etc.).

A. Revision requested _____

E. Votes Department (____Y ____ N ____ A) School (____Y ____ N ____ A)

REQUEST FOR PROGRAM REVISION

Department/Program: _____

Submitted by: _____ Title: _____ Date _____

Your attached information should include the following; indicate "NA" if not applicable.

- 1. Current name of major / program / concentration/ minor
- 2. Effective date of revision
- 3. Rationale for revision
- 4. New name of major / program / concentration / minor
- 5. Number of credit hours required for major or program (Specify current as well as new requirements if credit hour requirements are being revised.)
- 6. New or revised admission, progression, or GPA requirements
- 7. Courses to be added to and/or deleted from major or related-area requirements, or from concentrations/ minors (List all required courses and sequence.)
- 8. Include copy of memo notifying all departments that may be affected by this change; audit sheets. and Catalog copy indicating editing changes should also be included (for example, because this is a required or elective course in a program offered by the department)
- 9. Changes in or additions to specified course requirements for LS category
- 10. Catalog text (include all program requirements as they are to be published in Catalog)
- 11. Retroactive revisions to programs for students using previous Catalogs (*list year, revision, and rationale*)
- 12. Course syllabi for any course that has been revised or changed in any way

Program Director Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Please follow the routing shown on the back of this page.

MARIST COLLEGE

Flow Sheet for Curricular Requests

1.	_____	_____	_____
	Date	Contact Person	Telephone
2.	_____	_____	
	Date	Department Chair	
3.	_____	_____	
	Date	Dean	
4.	_____	_____	
	Date	Chair, Graduate Council	
5.	_____	_____	
	Date	Chair, Academic Affairs Committee	
6.	_____	_____	
	Date	Secretary of Faculty	
7.	_____	_____	
	Date	Academic Vice President	
8.	_____	_____	
	Date	Secretary of Board of Trustees	