


# Key to the Request for Curriculum Action Form

## How to fill out the *Request for Curriculum Action Form*.

As an interactive PDF form, departments and programs fill out the form electronically. Please print the form in order to turn it in with the necessary signatures.



Date: \_\_\_\_\_ No.: \_\_\_\_\_  
(For Committee Use ONLY)

### Request for Curriculum Action

Attach: **1. Curriculum Action Proposal**      **2. Affected Departments Signature Page**

**1 To:**  University Curriculum Committee (*Undergraduate*)  
 Graduate Council (*Graduate*)

**3** Department Chair/Program Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**4 CHOOSE ONLY ONE BOX**

**New Program:** (*A completed State Board/Graduate Dean.*)  
**Action:**  Create New Major/Program  
 Name and Type of Degree/Certificate \_\_\_\_\_

**Existing Program:**  
**Action:**  Add/Remove Program  
 Name and Type of Degree/Certificate \_\_\_\_\_

**Course Changes:**  
**Action:** (*Check all that apply*)

**5**  Catalog Description Change  
 Course Title Change  
 Other, Specify: \_\_\_\_\_

**6** **Course Number(s):** \_\_\_\_\_

**7 Acknowledgement Signatures:**  
 Dean of Initiating College \_\_\_\_\_  
 Graduate Dean (*Graduate curriculum only*) \_\_\_\_\_  
 University Library Representative \_\_\_\_\_

**8** **Approval Signatures:** (*Check boxes for*)  
**UNDERGRADUATE**  
 College/Division/School Curriculum \_\_\_\_\_  
 University Curriculum Chair \_\_\_\_\_  
 University Core Curriculum Chair \_\_\_\_\_  
 Diversity Committee Chair \_\_\_\_\_  
**GRADUATE**  
 Graduate Council Chair \_\_\_\_\_  
**ALL PROGRAMS**  
 Assoc. VP for Academic Planning \_\_\_\_\_

*Undergraduate -- submit to the University Signature Page, plus 13 copies of the Curriculum Action Plan Proposal, and an electronic MS Word copy of the proposal (and of the NOI if required).*  
*Graduate -- submit to the Graduate Council Signature Page, plus 13 copies of the Curriculum Action Plan Proposal, and an electronic MS Word copy of the proposal (and of the NOI if required).*

Core and Diversity requests require signatures of department chair, college dean, core or diversity committee chair, and AVP for Academic Planning.

Master Files / Provost / Registrar / University Curriculum Committee Chair / Graduate College / Originating Department / Dean of College hosting Originating Department  
 Revised January 2009

**1. To:** The Request for Curriculum Action is addressed to the University Curriculum Committee (for undergraduate curriculum) or Graduate Council (for graduate curriculum).

**2. From:** Enter the name of the Department or the name of the Program (if the program is not attached to a specific department) initiating the change.

**3. Initiating Department:** The Department Chair's signature is required (or Program Director; if not attached to specific department).

**4. Choose only one box:** New Program OR Existing Program OR Course Changes.

**5. Action:** Enter the change being requested. If multiple changes are being requested, enter each change requested.

**6. Course Number:** Enter the prefix and course number for each course being changed. (*Example: BIOL 227, 228, BOT 305.*)

**Signatures:**

**7. Dean's Signature:** The signature of the Dean of the College in which the proposal was initiated is required. This signature means the Dean has acknowledged the proposal, not necessarily that s/he approves of the proposal.

**8. Approval:** The Chair of each committee will sign the form when that committee approves it.

**Areas Affected:** The proposal must include an attachment listing all Departments affected by the proposal, and an indication of Approval/Disapproval of the proposed action, with a dated signature by Department Chair in all areas affected by the proposal. Contact the Registrar's Office for a listing of all affected Departments.

## Request for Curriculum Action

**Attach: 1. Curriculum Action Proposal**

**2. Affected Departments Signature Page**

**To:**  University Curriculum Committee (*Undergraduate*)  
 Graduate Council (*Graduate*)

**From:** \_\_\_\_\_  
(Department/Program)

Department Chair/Program Coordinator Signature: \_\_\_\_\_ Date \_\_\_\_\_

**CHOOSE ONLY ONE BOX**

**New Program:** (A completed State Board of Education Notice of Intent [NOI] form must be submitted to the Assoc. VP of Academic Planning or Graduate Dean.)

**Action:**  Create New Major/Program/Minor/Emphasis/Option/Certificate

Name and Type of Degree/Certificate: \_\_\_\_\_  
(e.g., Bachelor of Arts in English, Writing Emphasis OR Master of Science in Biology)

**Existing Program:**

**Action:**  Add/Remove Program Requirements  Delete Major/Program/Minor/Emphasis/Option/Certificate (*Requires NOI*)

Name and Type of Degree/Certificate: \_\_\_\_\_

**Course Changes:**

- Action:** (Check all that apply)
- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Catalog Description Change | <input type="checkbox"/> Create New Course(s)           | <input type="checkbox"/> Delete Existing Course(s) From Catalog |
| <input type="checkbox"/> Course Title Change        | <input type="checkbox"/> Co-/Prerequisite Change        | <input type="checkbox"/> Course Number/Prefix Change            |
| <input type="checkbox"/> Other, Specify: _____      | <input type="checkbox"/> Credit/Lab/Contact Hour Change | <input type="checkbox"/> Semester Offered Change                |

**Course Number(s):** \_\_\_\_\_

**Acknowledgement Signatures:**

Dean of Initiating College \_\_\_\_\_ Date \_\_\_\_\_

Graduate Dean (*Graduate curriculum only*) \_\_\_\_\_ Date \_\_\_\_\_

University Library Representative \_\_\_\_\_ Date \_\_\_\_\_

**Approval Signatures:** (Check boxes for routing to appropriate curriculum committees)

**UNDERGRADUATE**

College/Division/School Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

University Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

**GRADUATE**

Graduate Council Chair \_\_\_\_\_ Date \_\_\_\_\_

**ALL PROGRAMS**

Assoc. VP for Academic Planning \_\_\_\_\_ Date \_\_\_\_\_

**Undergraduate** -- submit the original *Request for Curriculum Action* form and the *Affected Departments Signature Page*, and an **electronic copy of the proposal (and of the NOI if required)** to [lynneacompton@boisestate.edu](mailto:lynneacompton@boisestate.edu), Provost's Office, MS 1001.

**Graduate** -- submit to the Graduate Council the original *Request for Curriculum Action* form, the *Affected Departments Signature Page*, and the *Cross-listed/Dual-listed Signature Page*, plus **14 copies** of the *Curriculum Action Plan Proposal*, and an **electronic MSWord copy of the proposal (and of the NOI if required)** to [jgerrard@boisestate.edu](mailto:jgerrard@boisestate.edu), Office of the Graduate Dean, MS 1110.

Initiating Departments/Programs: \_\_\_\_\_

Cross-listed/Dual-listed Courses: \_\_\_\_\_

Cross-listed courses (i.e., courses offered by more than one department and listed under multiple prefixes) and dual-listed courses (i.e., undergraduate courses with corresponding graduate G-courses) must share the same course description and requisite information. Curriculum changes made to a cross-listed or dual-listed course require approval from all the affected departments and colleges, or in the case of G-courses from both the Undergraduate Curriculum Committee and the Graduate Council. Include this page when submitting the Request for Curriculum Action form.

Department Approval Signatures: (Check boxes for routing to appropriate curriculum committees)

Affected Department or Program \_\_\_\_\_

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

Affected Department or Program \_\_\_\_\_

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

Affected Department or Program \_\_\_\_\_

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

Affected Department or Program \_\_\_\_\_

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

Undergraduate College Approval Signatures:

College/Division/School Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

College/Division/School Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

College/Division/School Curriculum Chair \_\_\_\_\_ Date \_\_\_\_\_

Graduate Approval Signatures:

College/Graduate Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

College/Graduate Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

College/Graduate Curriculum Committee Chair \_\_\_\_\_ Date \_\_\_\_\_

