Request for Curriculum Action

Curriculum Deadlines:
November 1 Deadline for submitting changes for next catalog.
February 15 Deadline for submitting changes to be included prior to summer/fall continuing student registration begins.

☐ Undergraduate Curriculum  ☐ Graduate Curriculum

Department or Program Chair or Program Coordinator Signature Date

Curriculum Change(s)
☐ Create new* major/program/minor/emphasis/option/certificate
☐ Delete existing* major/program/minor/emphasis/option/certificate
☐ Course subject/ number change ☐ Course title change
☐ Course semester offered change ☐ Course description change
☐ Add/Remove program requirements ☐ CID/DL/FF new/ change**
☐ Create new course(s)
☐ Delete existing course(s) from catalog
☐ Course credit/lab/ contact hour change
☐ Prerequisite/co-requisite change
☐ Online/ Self-support course

Acknowledgement Signatures:

Dean of Initiating College Signature Date

Foundational Studies Director Signature (undergraduate) Date
**Requires signature for CID/ DL/ FF changes

Graduate Dean Signature Date

Library Representative Signature Date

Approval Signatures

College/Division/School Curriculum Chair Signature Date

University Curriculum Committee Chair Signature Date

Graduate Council Chair Signature Date

VP for Academic Planning Signature Date
*A completed SBOE Proposal must be submitted to Dr. James Munger.

Submit the original Request for Curriculum Action form with additional signature pages AND an electronic MSWord copy of the proposal to either:
Undergraduate Curriculum – Lynnea Compton, lynneacomption@boisestate.edu, Office of the Provost, MS 1001
Graduate Curriculum – Dawn Ramirez, dawnramirez@boisestate.edu, Office of the Graduate Dean, MS 1110
**Affected Department Signatures**

If a department or program is making changes to one or more their courses and other departments use those courses as requisites or major requirements, the affected departments or programs must sign off on that they are aware of the changes. If this curriculum change will impact course sequencing for one or more majors in your department, please submit an updated course sequencing to the eAdvising team.

Department making course changes

Course(s) changed

Agree Disagree

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**Cross-listed / Dual-listed Courses Signatures**

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. Signatures are required from all the affected departments and colleges, or in the case of G-courses from both the Undergraduate Curriculum Committee and the Graduate Council.

Departments / Programs

Cross-listed / Dual-listed Courses

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