**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Minor/Concentration Create

**E-mail** form to **Curriculum@unlv.edu** in the Registrar’s Office.

**Save file** as minor/concentration name followed by minorcr (e.g., XXXXminorcr).

|  |
| --- |
| **I. Routing Information** |
| Contact Name:       | Department and Prefix:       |
|  Contact’s e-mail address:       | College:       |
| **II. Effective Date** |
| Semester change should become effective:       |
|  Catalog year change becomes effective:       |
| **III. Minor/Concentration Information** |
| College:       | Department/School:       |
| Minor:       | Concentration:       |
| Justification for minor/concentration create:       |
| **Minor/Concentration Requirements*****Minor/Concentration must be completed by date of graduation.*** |
| Minor  Concentration  |
| GPA:       Grades Allowed:       |
| Other Administrative requirements:       |
| Required Minor/Concentration Courses:       |
| Required Minor/Concentration Electives:       |
| **Minor/Concentration Credits*****It is the department’s responsibility to make certain all hours and totals are accurate.*** |
| **Minor** | **Concentration** |
| *Number of Credits*       *Hours*       |  *Number of Credits:*       *Hours*       |
| Minor Required       | Concentration Required       |
| Minor Elective       | Concentration Elective       |
| Total Credits       | Total Credits       |
| **IV. Endorsement/Approvals**Submit to Registrar’s Office and College Committee **after** obtaining Provost approval. |
| **Department, College and Dean’s Approval** |
|  | Yes | No | Name | Date | Comments |
| Department |  |  |       |       |       |
| College Committee |  |  |       |       |       |
| Dean’s Office |  |  |       |       |       |
| **UNLV Check Area (Registrar’s Office)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Name | Date | Comments |
| Registrar - Curriculum |  |  |  |       |       |       |
| Degree Audit (TADA) |  |  |  |       |       |       |
| **Faculty Senate Curriculum Approval** |
| Curriculum Committee Chair | Yes | No |  | Agenda # | Date | Comments |
|       |  |  |       |       |       |
| **V. Catalog Description:** |
| (Faculty Senate Curriculum Committee will not discuss program without the new catalog text). Use the existing electronic catalog as a guide. Copy and paste each section in the existing catalog where you believe this information should be inserted. Assume that this description will appear in the catalog exactly as written**. If the selection is too big for section V., scroll to the bottom of the document and copy and paste the information**.**Old Catalog Text:**     **New Catalog Text:**      |
| **For use of the Registrar’s Office** |
|  | Initials | Date | Comments |
|  Acalog: |       |       |       |
|  MyUNLV: |       |       |       |
|  TADA: |       |       |       |

**Save file** as program name followed by minorcr (e.g., XXXminorcr).

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**Insert SECTION V. information below -**