**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Program Change

**E-mail** form to [**Curriculum@unlv.edu**](mailto:Curriculum@unlv.edu) in the Registrar’s Office.

**Save file** as program name followed by ch (e.g., XXXXch).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Routing Information** | | | | | | | | | |
| Where should this be sent following review? | | Contact Name: | | | | | Department: | | |
| Contact’s e-mail address: | |  | | | | | | | |
| **II. Effective Date** | | | | | | | | | |
| Semester change should become effective type in date here: | | | | | | | | | |
| Catalog year change becomes effective: | | | | |  | | | | |
| **III. Program Information** | | | | | | | | | |
| College: | | | | | | Department/School: | | | |
| Major: | | | | | | Bachelor of Arts  Bachelor of Science | | | |
| **Program Changes** | | | | | | | | | |
| Justification: | | | | | | | | | |
| Are you changing how students are admitted to the program? Yes  No  If yes, Describe: | | | | | | | | | |
| Are you changing how students meet College Core requirements? Yes  No  If yes, Describe: | | | | | | | | | |
| Are you changing how students meet major requirements? Yes  No  If yes, Describe: | | | | | | | | | |
| **Program Credits** | | | | | | | | | |
| *# Credits in Section:* | *Existing Hours* | | | | | *New Hours* | | | |
| General Education Core |  | | | | |  | | | |
| Degree Requirements |  | | | | |  | | | |
| Major Requirements |  | | | | |  | | | |
| Electives |  | | | | |  | | | |
| Total Graduation Credits |  | | | | |  | | | |
| **IV. Endorsement/Approvals**  Complete form and obtain electronic signatures before submitting to University Curriculum Committee | | | | | | | | | |
| **UNLV Check Area (Registrar’s Office)** | | | | | | | | | |
|  | Yes | | No | Name / Date | | | | | Comments |
| SIS, DARS |  | |  |  | | | | |  |
| CCN form created |  | |  | N/A | | | | | |
| **College Approval** | | | | | | | | | |
|  | Yes | | No | Name | | | | Date | |
| Department |  | |  |  | | | |  | |
| College Committee |  | |  |  | | | |  | |
| Dean’s Office |  | |  |  | | | |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Faculty Senate Curriculum Approval** | | | | | | |
| Curriculum Committee Chair | | | Agenda # | | Date | Action |
|  | | |  | |  |  |
|  | | | | | | |
| **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**. | | | | | | |
| **For use of the Registrar’s Office** | | | | | | | |
|  | | Initials | Date | | Comments | | |
| Acalog: | |  |  | |  | | |
| MyUNLV: | |  |  | |  | | |
| TADA: | |  |  | |  | | |

**Save file** as program name followed by ch (e.g., XXXch).

Email to [**Curriculum@unlv.edu**](mailto:Curriculum@unlv.edu)

**Insert SECTION V. information below -**