

# Approvals needed for changes in curriculum/catalog at UNI

| Action Item                            | Consultations required*       | Department or Interdepartmental Program** | College Senate** | GCCC/Graduate Council                  | UCC | Faculty Senate | Provost/President | Board of Regents |
|--|-------------------------------|---|------------------|--|-----|----------------|-------------------|------------------|
| <b>Majors</b>                          |                               |   |                  |  |     |                |                   |                  |
| New Major***                           | Yes                           | Yes                                       | Yes              | Yes, if offered at graduate level      | Yes | Yes            | Yes               | Yes@             |
| Name change of major                   | Yes                           | Yes                                       | Yes              | Yes, if offered at graduate level      | Yes | Yes            | Yes               | Yes@             |
| Changes in length of major             | Yes                           | Yes                                       | Yes              | Yes, if offered at graduate level      | Yes | Yes            | Yes               | Yes@             |
| ✓ Restatement of major                 | Yes                           | Yes                                       | Yes              | Yes, if offered at graduate level      | Yes | Yes            | Yes               | No               |
| <b>Programmatic/Department Changes</b> |                               |   |                  |  |     |                |                   |                  |
| Name change for department             | Yes                           | Yes                                       | Yes              | No                                     | Yes | Yes            | Yes               | Yes@             |
| Termination/<br>Suspension of program  | Yes                           | Yes                                       | Yes              | Yes, if graduate program               | Yes | Yes            | Yes               | Yes@             |
| <b>Course changes</b>                  |                               |   |                  |  |     |                |                   |                  |
| Add a new course***                    | Yes, if other depts. involved | Yes                                       | Yes              | Yes, if offered as 5000- or 6000-level | Yes | Yes            | Yes               | No               |
| Edit an existing course                | Yes, if other depts. involved | Yes                                       | Yes              | Yes, if offered as 5000- or 6000-level | Yes | Yes            | Yes               | No               |
| Drop a course                          | Yes, if other depts. involved | Yes                                       | Yes              | Yes, if offered as 5000- or 6000-level | Yes | Yes            | Yes               | No               |

@ Contact Cheryl Nedrow ([cheryl.nedrow@uni.edu](mailto:cheryl.nedrow@uni.edu), 273-2518) in Provost's Office for BOR forms. All UNI curriculum forms are found [HERE](#).

# Approvals needed for changes in curriculum/catalog at UNI

| Action Item   | Consultations required* | Department or Interdepartmental Program** | College Senate** | GCCC/Graduate Council             | UCC | Faculty Senate | Provost/President | Board of Regents |
|---|-------------------------|---|------------------|-----------------------------------|-----|----------------|-------------------|------------------|
| <b>Minors/Emphases/Certificates</b>                     |                         |   |                  |                                   |     |                |                   |                  |
| Add new minor, emphasis or certificate                  | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |
| Drop minor, emphasis or certificate                     | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |
| Name change of minor, emphasis or certificate           | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |
| ✓ Restatement of current minor, emphasis or certificate | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |
| <b>Other Changes</b>                                    |                         |   |                  |                                   |     |                |                   |                  |
| Alternate location of existing program                  | Yes                     | Dept., Dean, Continuing Ed. Approval      | No               | No                                | No  | No             | Yes               | Yes              |
| Curriculum associated changes in Catalog                | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |
| Catalog changes not curriculum associated               | Yes                     | Yes                                       | Yes              | Yes, if offered at graduate level | Yes | Yes            | Yes               | No               |

\* The consultation forms are available to send to associated departments and/or the LACC. Consultation forms are now automatically sent to the ROD Library and the Teacher Education Coordinators on all materials (new, edited and dropped) when it is entered into Leapfrog. It is your responsibility to follow-up and upload signed consultation forms into Leapfrog.

\*\*Approvals are required from all affiliated departments, programs, and colleges for jointly administered programs.

\*\*\*All new courses that are developed for the new major have to be approved as part of the new major; can't be approved without major being approved.