**CURRICULUM WORKSHEET - RESTATEMENT OF MINOR / EMPHASIS / CERTIFICATE**

This optional worksheet is for internal planning only. It is not a required form or step in the curriculum approval process. You may use this form in the consultation process and in planning your curriculum proposal prior to Leepfrog opening on March 15.

Fillable text boxes are provided for all information that is required in Leepfrog.

Program Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

College: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enter proposed program requirements and description (See instructions for this question on last page)

enter text here

1. Is proposal editorial or substantive?

For undergraduate and graduate proposals, Substantive proposals are fully reviewed by all curriculum review bodies, while Editorial proposals are eligible for a more truncated review process.

Proposals to change existing courses or programs (especially when titles are involved) shall not be used to avoid the full review accorded to proposed new courses and programs. If a department is proposing several changes at once (e.g., changing title, description, AND prerequisites of a course; or major changes in requirements of a program), this may indicate that the department is not revising curriculum but is creating new curriculum. In such a case, the department should consider if the proposal is a new course/program and warrants dropping the old course/program and adding a new one, and any curriculum review body may so determine and may return proposals to originating departments with instructions to proceed in that manner. Consultation with the Associate Provost for Academic Affairs and/or UCC/GCCC prior to developing proposals may be advantageous.

enter text here

1. Program Requirements and Description
2. If the program is long or contains many courses that must be taken sequentially, show how the program may be completed within the allowable number of semesters. [Standard programs allow 8 semesters plus a summer session. Extended programs allow 9 semesters, or 9 semesters plus a summer session.]

enter text here

enter text here

1. Identify the impact on currently offered majors, minors, certificates, courses and/or prerequisites within or outside of the department.

enter text here

1. Which other instructional departments in the university are affected by this proposal?:

NOTE: **“Consultations” is a mandatory field** in Leepfrog.   
 BOR Form A is not required for a Restatement of Minor/Emphasis/Certificate

* Be prepared to upload all relevant consultation forms.
* Leepfrog will not allow you to save and submit a proposal unless these documents are uploaded.
  + For any proposed change that would have an impact on teacher education,  
    Educator Preparation must be consulted.

Note: The library will automatically receive an FYI in Leepfrog on all curriculum proposals.

enter text here

7. Justification for request. Be specific:

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**Instructions for completing question #1:**

1. Copy and paste current program description as it appears in the Catalog
2. Indicate any additions to program identified by **bold** type.
3. Indicate any deletions to program by using the strikethrough feature
4. As a REMINDER for your changes:
5. If the program **title** is to be changed and if it is longer than 26 characters, including spaces, also provide an abbreviation to be used by the Office of the Registrar.
6. **All prerequisites** to courses required in the program must appear in the program listing, including any "hidden" prerequisites.
7. All courses in the program must be listed with their **credit hours** shown in parentheses ().
8. All courses in each part of the program (i.e. required components, elective groups) must be **categorized** by departments in **alphabetical order** (i.e. accounting, economics, mathematics).
9. The **hours** (or range of hours) in each part of the program (i.e. required components, elective groups) and the **total hours** (or range of hours) for the program must be identified, including **all** prerequisites and Liberal Arts Core courses.
10. An **Extended program** (major or emphasis area) must be clearly labeled as such ("Extended Program" or "Extended Emphasis").
11. For the purpose of determining whether the length of the major (or emphasis) meets the requirements of a Standard Program or is an Extended program, the hours from Liberal Arts Core courses may be double-counted.
12. Excluding any allowable double-counting of Liberal Arts Core courses, the maximum hours allowed for a major in the Standard Program is: 62 hours for the B.A. and B.L.S. degrees, 68 hours for the B.S. degree, 80 hours for the B.F.A. and B. Music degrees, and 80 hours for the B.A. - Teaching degree.
13. When a major (or emphasis) has a range of hours, if the minimum hours in the range meets the requirement for a Standard program, the major (or emphasis) is considered to be a Standard program, even though the maximum hours may exceed the requirement for a Standard program.