UHD Curriculog Change Degree Forms for AY2027 Catalog

Please note that the forms may be updated with minor corrections/additions that may be slightly different from this form. All curriculum changes must be submitted through the appropriate Curriculog form online.

Please see our [online resource for Curriculum planning](#).

The content of the following forms can be found in this document.

UHD Curriculog Form 2.2: Change Undergraduate Degree or Concentration

UHD Curriculog Form 2.4: Delete Undergraduate Degree or Concentration

UHD Curriculog Form 2.7: Change Graduate Degree or Concentration

UHD Curriculog Form 2.9: Delete Graduate Degree or Concentration

UHD Curriculog Form 3.2: Change Undergraduate Certificate

UHD Curriculog Form 3.7: Change Graduate Certificate

UHD Curriculog Form 4.2: Change Undergraduate Minor

UHD Curriculog Form 4.4: Delete Undergraduate Minor

UHD Curriculog Form 2.2: Change Undergraduate Degree or Concentration
Use this form to change and existing Undergraduate Degree or Concentration
Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as degree name changes

1. Institution (drop down)
2. Department (drop down)
3. Degree Type (drop down)
4. Name of Degree
5. Description of requested change

Please provide as much information as possible for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?

6. Justification for requested change
7. Explain how any major, minor, or certificate programs would be affected by this change.
8. Explain how the requested change would affect the General Education program (e.g., common core).
9. Program Outcomes
10. Effective Term

Required Attachments:

Tracked changes version of the catalog [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the program outcomes, you must attach an updated LO map for all the courses in the program.

UHD Curriculog Form 2.4: Delete Undergraduate Degree or Concentration

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.). In particular, deletion of degrees will require a formal notification process to THECB and SACSCOC as well as a teach-out plan.

Additional considerations for program or concentration deletion:
If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC and may need to provide information for external reporting.

Delete Undergraduate Degree or Concentration
1. Institution (drop down)
2. Department (drop down)
3. Title of Degree (with Concentration if only one is being deleted)
4. Type of Degree (drop down)
5. Catalog Description
6. Justification for Deleting Program or concentration
7. Term when admission to program/concentration stops
8. Term when last classes for this program/concentration will be offered
9. How might other departments affected?
10. Other affected departments (drop down)
11. Explain how any major, minor, or certification programs would be affected by this change.
12. Explain how inactivating the program would affect the General Education program.

Required attachments:

Spreadsheet showing majors currently enrolled in this degree program and estimated date of graduation assuming timely progress. Also must list students who are identified majors but have stopped out.

Draft schedule to teach out the program courses and/or description of how these students could be transitioned to other programs without loss of progress or additional cost.

UHD Curriculog Form 2.7: Change Graduate Degree or Concentration
Use this form to change and existing Graduate Degree or Concentration
Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as degree name changes.

1. Institution (drop down)
2. Department (drop down)
3. Degree Type (drop down)
4. Name of Degree
5. Description of requested change
Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
6. Justification for requested change
7. Explain how any major, minor, or certificate programs would be affected by this change.
8. Program Outcomes
9. Effective Term

Required Attachments:
Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the program outcomes, you must attach an updated LO map for all the courses in the program.

UHD Curriculog Form 2.9: Delete Graduate Degree or Concentration

Delete Graduate Degree or Concentration
1. Institution (drop down)
2. Department (drop down)
3. Title
4. Type of Degree (drop down)
5. Catalog Description
6. Term when admission to program stops
7. Justification for Deleting Program
8. List closely related approved programs
9. How are other departments affected
10. Other affected departments (drop down)
11. Explain how any major, minor, or certification programs would be affected by this change.

UHD Curriculog Form 3.2: Change Undergraduate Certificate

Existing Undergraduate Certificate Proposal
Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as certificate name changes

1. Institution (drop down)
2. Department (drop down)
3. Credential Type (drop down)
4. Name of Credential
5. Description of requested change
Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
6. Justification for requested change
7. Explain how any major, minor, or certificate programs would be affected by this change.
8. Explain how the requested change would affect the General Education program (e.g. common core).
9. Certificate Program Outcomes
10. Effective Term of Change

Required Attachments:
> Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]
>
> If you are changing the certificate program outcomes, you must attach an updated LO map for all the courses in the program.

UHD Curriculog Form 3.7: Change Graduate Certificate

Existing Graduate Certificate Proposal
Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.) for processes such as certificate name changes

11. Institution (drop down)
12. Department (drop down)
13. Credential Type (drop down)
14. Name of Credential
15. Description of requested change
Please provide as much information as possible for justification for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
16. Justification for requested change
17. Explain how any major, minor, or certificate programs would be affected by this change.
18. Certificate Program Outcomes
19. Effective Term of Change

Required Attachments:

Tracked changes version of the catalog. [This must be a cut-and-pasted version of the current catalog language.]

If you are changing the certificate program outcomes, you must attach an updated LO map for all the courses in the program.

UHD Curriculog Form 4.2: Change Undergraduate Minor

Existing Undergraduate Minor Proposal
Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.).

1. Institution (drop down)
2. Department (drop down)
3. Name of Minor (drop down)
4. Description of requested change
   Please provide as much information as possible for why the change is needed and appropriate. For example, is it based on assessment, changes in the field, student success issues, faculty experiences, etc.?
5. Justification for requested change
6. Explain how any major, minor, or certificate programs would be affected by this change.
7. Explain how the requested change would affect the General Education program (e.g. common core).
8. Outcomes (stand-alone minors have their own outcomes—please include them here of say N/A)
9. Effective Term of Change

Required Attachment:
   Tracked changes version of the catalog language for the current minor [This must be a cut-and-pasted version of the current catalog language.]

UHD Curriculog Form 4.4: Delete Undergraduate Minor

Please note that effective dates may be affected by UCC deadlines and UHD catalog update cycles as well as by approval/review timelines established by external bodies (SACSCOC, THECB, etc.).

Additional considerations for deletion of a minor:
If there are courses that serve only this degree, you may need to consider course deletion processes but that should wait until your program deletion is approved and you have worked with the AVP Programming and Curriculum to confirm any required teach-out timeline.

If this deletion is approved, you will be required to develop plans to communicate with students and other entities per discussion with the AVPPC.

Delete Undergraduate Minor
1. Institution (drop down)
2. Department (drop down)
3. Title of Minor
4. Type of Degree (drop down)
5. Catalog Description
6. Justification for Deleting Minor
7. Term when admission to minor stops
8. Term when last classes for this minor will be offered
9. How might other departments affected?
10. Other affected departments (drop down)
11. Explain how any major, minor, or certification programs would be affected by this change.
12. Explain how inactivating the minor would affect the General Education program.

Required attachments:

Spreadsheet showing minors currently enrolled and estimated date of graduation assuming timely progress. Also must list students who are identified majors but have stopped out.

Draft schedule to teach out the program courses and/or description of how these students could be transitioned to other programs without loss of progress or additional cost.