

# Southern Utah University Degree/Program Change Form

Level	<b>Degree/Program:</b>		
College/School	<b>Implementation Date:</b>	<b>Semester</b>	<b>Year</b>
Department			
Date			

Please attach supporting documentation, including, but not limited to:

- Memo, including a summary of the desired change, justification of why the change is necessary, and a narrative addressing the availability of resources (faculty, staff, facilities, equipment and library holdings)
- Proposed changes to degree requirements (Copy the current degree requirements from the **Ecatalog**, [www.catalog.suu.edu](http://www.catalog.suu.edu), paste them into a word document, and enable track changes. Courses being removed should be struck out in red text, and courses being added should be in blue text.) See [how to pull current degree requirements from the E-catalog](#)
- Summary of any required course proposals to accompany the Degree/Program changes
- Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports Form (R401)\*  
*(consult with Associate Provost)*

\* *The R401 is not required if the change is to the degree requirements of an existing program. If the R401 is necessary, or if you are unsure whether the R401 is necessary, please consult with the Associate Provost.*

Electronic and Paper copies of the forms, with all backup documents, must be submitted to the Provost's Office by the established deadline with all required signatures, including the Chair of the College Curriculum Committee and the Chair of the General Education Committee if the course is a General Education course. Only then will it go before the University Curriculum Committee for consideration.

<b>Approvals</b>	
<b>Initiator</b>	<b>PECC Chair</b> <small>(Professional Education coordinating Council; Approval required for courses utilized by Elementary &amp; Secondary Education majors)</small>
Print:	Print:
Sign: <span style="float: right;">Date</span>	Sign: <span style="float: right;">Date</span>
<b>Dept. Curriculum Chair</b>	<b>General Education Committee Chair</b> <small>(If course is to be a General Education course)</small>
Print:	Print:
Sign: <span style="float: right;">Date</span>	Sign: <span style="float: right;">Date</span>
<b>Department Chair</b>	<b>University Curriculum Chair</b>
Print:	Sign: <span style="float: right;">Date</span>
Sign: <span style="float: right;">Date</span>	
<b>College Curriculum Chair</b>	<b>Provost</b> <small>(Timeframe for Provost's signature stipulated in 6.8.2.1, E)</small>
Print:	Sign: <span style="float: right;">Date</span>
Sign: <span style="float: right;">Date</span>	