

Format for Academic Program Changes

Use this format when processing programmatic revision for an undergraduate, graduate, or professional degree program. See *Senate Committee on Educational Policy: Academic Program Revisions - Definitions of and Procedures for Handling Major and Minor Changes* for more information.

<p><i>Title:</i></p>	<p><i>Examples:</i> Revision of the Bachelor of Arts in Art History Redesignation of the Department of History of Architecture and Art to the Department of Art History</p>
<p><i>Sponsor:</i></p>	<p><i>Example:</i> Department of Art History College of Architecture and the Arts</p>
<p><i>Description:</i></p>	<p><i>Note:</i> Describe and list <u>all</u> changes being made. Also indicate how the change(s) affect the total credit hours required for the program. Attach any new course outlines or other course forms necessary for review.</p>
<p><i>Justification:</i></p>	<p><i>Note:</i> Thoroughly justify each change being made. Be especially sensitive to changes made which affect other departments. For example, if you are dropping or adding a course from your curriculum which is taught by another department, has this department been notified? Likewise, if your department is permanently dropping a course from the curriculum that is a requirement for students of other departments, have the other departments been notified? Has all course overlap been investigated and have all objections from other departments been addressed/resolved?</p>
<p><i>Catalog Statement:</i></p>	<p><i>Note:</i> Should be in a side-by-side format, with PRESENT requirements listed on the left side of page and PROPOSED requirements listed on the right side of the page. Wherever information is unchanged from Present to Proposed, simply type ASame≡ on the Proposed side. <u>Do not</u> retype information that is not changing.</p>
<p><i>Minority Impact Statement:</i></p>	<p><i>Note:</i> Describe any negative impact proposed changes might have on minority students.</p>

<p><i>Budgetary and Staff Implications:</i></p>	<p><i>Note:</i> What impact will the change(s) have on budget and staff resources? Be sure to include the budgetary impact on other departments, if applicable.</p>
<p><i>Library Resource Implications:</i></p>	<p><i>Note:</i></p> <ul style="list-style-type: none"> - What older materials does the Library lack that your program needs or this proposed revision will require? - What current information resources (paper and electronic) does your program need or will this proposed revision require? - What special library staffing and services does your program need or will this proposed revision require? <ol style="list-style-type: none"> 1. Library faculty can help you determine the answers to these questions. Just ask at lib-book@uic.edu or call 312-996-2730. 2. The Library will estimate the one-time and recurring costs for what you list.
<p><i>Space Implications:</i></p>	<p><i>Note:</i> What space implications does this proposed revision carry? Are there any space requirements or commitments associated with this proposed revision?</p>
<p><i>Unit (e.g. department) approval date:</i></p> <p><i>College (educational policy committee, faculty) approval dates:</i></p>	
<p><i>Proposed Effective Date:</i></p>	<p><i>Example:</i> Spring, 1997</p> <p><i>Note:</i> Ordinarily, the proposed effective term would be the term of the next published Timetable, or, for revisions not tied to academic programs, a reasonable date in the future (e.g., 7/1/96 or 1/1/96. Please contact Academic Affairs for more information on the required time to process a program revision, because the time required varies depending upon the complexity and nature of the revision.</p>
<p><i>Note:</i> <i>All revisions should be accompanied by a cover letter indicating the date of college, department faculty and/or educational policy approval. Graduate programs will be forwarded by the Office of Academic Affairs to the Graduate College for review and approval.</i></p>	