|  |
| --- |
| *For Dean’s Office Use*  Curriculum Action No. |

Date

**Title of Academic Unit**

**Name of Contact Person**

**Action Requested**

Establish a New Unit  Merge Two or More Units  Discontinue a Unit

**New Unit Information** If the proposed action involves an existing unit skip to the next section.

# Insert a complete proposal at the end of this form describing the composition of the new unit and the rationale for its forming.

**Current Unit Information** Complete if merging or eliminating two or more units.

Unit       Year of Initial Formation

Unit       Year of Initial Formation

Insert a complete description of the proposed unit actions and the reason(s) for requesting the change at the end of this form.

**Authorizations**

**Proposal Prepared by**

Name       Unit

Name       Unit

Name       Unit

*Routing: Electronically submit completed form to the Interdisciplinary Unit Chair.*

**Interdisciplinary/Executive Committee Action:**  Approved  Denied Date

Unit

Interdisciplinary Chair or Authorized Representative:

*Routing: Interdisciplinary Chair of initiating unit electronically submits completed form to the Academic Deans Office.*

**Academic Dean**  Approved  Denied Date

Academic Dean or Authorized Representative

*Routing: Academic Dean’s Office electronically submits completed form to the AAC or GSC.*

**Academic Affairs Council (for undergraduate academic units) and Personnel Council** (Meeting jointly)

**Complete and attach form Z-AAC**

Approved Date

Approved with modifications and concerns listed on form Z-AAC

Denied for reasons listed on form Z-AAC

The initiating unit must respond to any concerns raised by the Council. This response must be in writing and included with the proposal as it progresses through the approval process.

*Routing: AAC Chair electronically submits completed forms to the chair of the University Committee for action by the Faculty Senate.*

**Graduate Studies Council (for graduate academic units) and Personnel Council** (Meeting jointly)

**Complete and attach form Z-GSC**

Approved Date

Approved with modifications and concerns listed on form Z-GSC

Denied for reasons listed on form Z-GSC

The initiating unit must respond to any concerns raised by the Council. This response must be in writing and included with the proposal as it progresses through the approval process.

*Routing: GSC Chair electronically submits completed forms to the chair of the University Committee for action by the Faculty Senate.*

**Faculty Senate**  Approved  Denied Date

Faculty Senate Chair or Authorized Representative:

*Routing: Faculty Senate electronically submits completed forms to the Provost & Vice Chancellor for Academic Affairs for review. If approved, forms are sent to the Chancellor for final institutional approval.*

**Chancellor**   Approved  Denied Date

Chancellor or authorized representative

*Routing: Chancellor electronically submits completed forms to the Provost & Vice Chancellor for Academic Affairs.*

**Provost & Vice Chancellor for Academic Affairs:**  Approved  Denied Date

Effective Date of Action: Year       Term

Provost or Authorized Representative

[Refer to the guidelines for additional notifications]

*Routing: Provost’s Office electronically submits completed forms to the Registrar’s Office, the Academic Dean or Director of Graduate Studies, the SOFAS, and the chair of unit initiating the request.*

**Support Documentation**

Insert support documentation [syllabus, rationale, etc.] here:

Insert support documentation that shows track changes [catalog page/s] here, following these instructions:

1. In the source document which shows track changes, select the text to transfer.
2. Press **Ctrl+F3**; text will be cut [if you want to save a copy, immediately press **Ctrl+Z**]
3. Place the insertion point in the box below.
4. Press **Shift+Ctrl+F3** to insert the document showing track changes.