UNDERGRADUATE PROPOSALS
Approvals Required for Simple Changes

Administrative approval		
Change	**Example**	**Comment**
Change in course prefix	SPLP 3XXX to SLP 3XXX	Only if no changes are to be made to the existing course. Provide list of current courses that require the new prefix
New course #	ESCI 1201 to ESCI 2201	Same level only. Change in level requires curriculum approval
Schedule type change	Add Independent Study Lecture to Lecture/Lab	
Addition of keywords		Requesting keywords for all course descriptions to improve course searches
Clear up catalog rules	TOEFL scores change at state level, requiring us to change	Remove and/or replace rules in catalog if they supersede existing institutional rules and replace with links when possible

Department Approval		
Change	**Example**	**Comment**
Deactivate course	Course no longer offered	Replaced in degree plan by different course
Reactivate course	New faculty hired	Program able to provide course again
Contact hours change	Practicum courses increase/decrease	Change in accreditation requirements
Removal of departmental approval	Approved courses added to list in degree plan	Reduces workload for advisers
Non-curricular related changes to catalog language w/o degree plan changes	Description of program, marketable skills	No effect on degree plan
Grade mode change	Standard to pass/fail	

College Approval		
Change	**Example**	**Comment**
Fast track – add or remove courses (if departmental courses only)		Requires curriculum approval if courses are outside of department
Reorganize credit distribution	4 lecture w/ 0 lab to 3 lecture with 1 lab	
Block Electives – add or remove courses		CLA only
Restriction/prerequisite change	Add or remove majors Level restriction change – SR to JR and SR Remove prerequisite	If change does not negatively impact programs outside of the requesting college Prerequisite removal only if prerequisite is from the same college as the course

**Include effective term

Administrative Approval
Email request to curriculum@utep.edu

Departmental Approval
Email request to curriculum@utep.edu and include approval page or email with department chair approval

College Approval
Email request to curriculum@utep.edu and include approval page or email with College Curriculum Chair and Dean approvals