Protocols for Submitting Changes to Major/Minor Requirements

This applies to all changes, including

- Course additions/deletions/modifications (please attach completed CAF when applicable)
- Number of credits required for major/minor
- Study Abroad/Internship requirements
- Course sequencing/pre (co)-requisite change

I. Proposed change originates in Department/Program:
   - Faculty discusses, votes and approves
   - Chair/Coordinator forwards a memo to the Dean’s Office:
     1. Cover memo drafted and signed by Chair/Coordinator which must include:
        - Proposed change to the major/minor
        - Rationale for the proposed change
        - Description of how the faculty voted and the vote count
        - timeline (when effective)
        - Statement noting that currently matriculated students will be allowed to follow catalog of the year they matriculated OR follow the proposed changes

II. Dean’s Office forwards the request to the college governance structure where indicated. If approved, the governance committee forwards to the Dean for approval or back to the department with comments.

III. If approved by the Dean, the Dean sends the department/program materials and his/her own approval letter to SVPAA addressing the following items:

   - statement of change
   - rationale for change
   - departmental/program vote and Chair/Coordinator approval
   - Dean statement of approval
   - timeline (when effective)

   Dean’s letter Cc’s: Chair/Coordinator, Registrar (Andy Colby and Dana Moran) Catalog Copy (responsible person in College), Admissions (S. Gibadlo), Associate Director of UACC (Nate Talbot). UNH-M: Admissions and Director of Counseling

IV. SVPAA reviews letter from Dean and packet of materials from Chair/Coordinator. If approved, SVPAA signs and dates letter from Dean indicating approval.

V. Provost’s Office sends (via email) the Dean’s letter, with SVPAA’s approval signature, to Dean and all cc’s on Dean’s letter.
Checklist for Submitting Proposals to Change Majors/Minors
Please attach as first page of the proposal at each stage

_____ 1. Department/Program discussion/vote

______ 2. Chair/Coordinator memo To Dean:
______ Change
______ Rationale
______ Faculty Vote
______ Effective date
______ Retroactive status statement

_____ 3. If the change involves adding/deleting a course offered by another department, informing the home department is required.

_____ 4. Submit to college governance if required

_____ 5. If approved above, letter from Dean to Provost:
______ Same content as in #2.
______ Dean’s recommendation
______ cc: Chair, Registrar, Catalogue, Admissions, UACC. UNH-M Admissions and Counseling

_____ 6. Provost approval indicated by dating and signing Dean’s letter.

_____ 7. Provost emails Dean’s letter to Dean and cc’s from above.