



## CURRICULAR REQUEST FORM

Please note: All requests must be approved by the Department Chair, College Curriculum Committee, Dean/Associate Dean, and the External Department Chair(s) (if the proposal impacts or involves another program) before submission to Academic Affairs (Undergraduate Catalog) or the Graduate School (Graduate Catalog) for final review and approval. Be sure to submit requests timely, in accordance with established catalog deadlines.

	Department:
Requestor's Name:	Requestor's Email:
	Proposed Effective Date (SEM/YR):
Name of Degree or Certificate Program (include major or concentration, if applicable):	
If revising an existing degree or certificate program, please check all that apply:	
Change to Admission Requirements	Change to Continuance Requirements
Change to Degree or Curriculum Requirements	Change to Exit or Graduation Requirements
Change to Total Credit Hours for Degree (1 to 5)**	Change to or Additional Course Delivery Mode
Change to Total Credit Hours for Degree (6 to 12)**	Other (Please Specify):
Change to GPA Requirement (GRAD Only)	
<i>*Depending on the type of proposed action requested, notification or approval from SCHEV and/or SACS may be required.</i>	
<i>**If above 120 credit hours for the undergraduate degree, 30 credit hours for the master's degree, and 48 credits for the doctoral degree</i>	

### APPROVALS:

*Information on the following pages must be completed before signatures are obtained.*

	Print Name	Signature	Date
Requestor			
Department Chair			
External Department Chair(s), if appropriate			
Chair, College Curriculum Committee			
College Dean/Associate Dean			
<b>**SEND TO ACADEMIC AFFAIRS (UNDERGRADUATE CATALOG) OR THE GRADUATE SCHOOL (GRADUATE CATALOG) FOR THE ADDITIONAL APPROVALS BELOW**</b>			
Undergraduate or Graduate Catalog Administrator			
Assistant Director of Assessment			
Vice Provost for Academic Affairs/SACS Liaison			
After final approval, the Undergraduate or Graduate Catalog Administrator will provide copies of the form to the SCHEV Liaison, the Office of the University Registrar, the Office of Institutional Research, and the relevant college(s) and departments. <b>NOTE: DO NOT UPDATE OR REMOVE CATALOG CONTENT UNTIL APPROVAL IS RECEIVED.</b>			

1. Description of Proposed Change:

2. Rationale for Proposal:

3. Program, Major/Concentration, or Certificate Description and Requirements (to be used for Catalog text):

If proposal includes new or revised courses, please submit the appropriate information through the online Course Inventory Management (CIM) process in CourseLeaf ([nextcatalog.odu.edu/courseadmin](http://nextcatalog.odu.edu/courseadmin)). Note: Specific content courses are expected for each *certificate* proposal. **(Attach additional sheets, if necessary.)**

a. Admission Information (include requirements, standards, and deadlines, if applicable):

b. Degree Requirements:

c. Curriculum (Include complete Course List and/or Plan of Study – Indicate total number of credit hours:

d. If there is an increase or decrease in the total number of credit hours required for the degree, please specify and explain the change.

e. Continuance Requirements, if applicable:

f. Exit or Graduation Requirements, if applicable:

4. Assessment Plan for new or revised programs, majors/concentrations, or certificates: Completed in coordination with the Assistant Director for Assessment. Please provide a summary of the planned assessment action.

5. Target Audience, if new degree, major, concentration, or certificate (*be specific*):

6. Course Delivery Modes (*please note if a new delivery mode is being added or if the delivery mode is changing*):

7. Additional funding needed beyond existing resources:

**FOR ADMINISTRATIVE USE ONLY**

**ADMINISTRATIVE CODING**

Effective Term: \_\_\_\_\_

Major Code: \_\_\_\_\_

College: \_\_\_\_\_

Degree Code: \_\_\_\_\_

Department: \_\_\_\_\_