



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.

College/School:	Department/School:
Requestor's Name:	Requestor's Email:
Program Level:	Proposed Effective Date (SEM/YR):
Type of Program:	
Name of Degree or Certificate Program (include major or concentration, if applicable):	

PROPOSED ACTION

EXIT THIS FORM AND BEGIN WITH THE [PROGRAM ACTION INQUIRY \(LINK\)](#) WHEN PROPOSING....

New Undergraduate Degree Program	New Graduate Degree Program
New Undergraduate Certificate Program	Change Program Purpose/Focus
New Graduate Certificate Program	Add/Reduce Program Credit Hours by 3+ Credits
Add/remove delivery format to online, hybrid, in-person	Discontinue/close a Degree Program
Change name, CIP code, and/or designation of a degree/certificate	Change licensure-qualifying status

OR

CONTINUE COMPLETING THIS FORM WHEN PROPOSING (select applicable proposal)

Add/revise/discontinue major (undergrad) or concentration (grad)	Change Continuance Requirements
Change GPA Requirement (GRAD Only)	Change Exit/Graduation Requirements
Change Degree or Curriculum Requirements	Change to Admission Requirements
Other:	

APPROVALS: Information on the following pages must be completed before signatures are obtained

Requestor	
Department Chair	
External Department Chair(s), if appropriate	
Chair, College Curriculum Committee	
College Dean/Associate Dean	

****SEND TO ACADEMIC AFFAIRS (UNDERGRADUATE CATALOG) OR THE GRADUATE SCHOOL (GRADUATE CATALOG) FOR THE ADDITIONAL APPROVALS BELOW****

Undergraduate or Graduate Catalog Administrator	
Office of Institutional Effectiveness & Assessment	
Vice Provost for Academic Affairs/SACSCOC 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.

NOTE: DO NOT UPDATE OR REMOVE CATALOG CONTENT UNTIL APPROVAL IS RECEIVED.

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). 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: _____
College: _____
Department: _____

Major Code: _____
Degree Code: _____

Park, Recreation and Tourism Management Minor

Current	New
<p>Requirements:</p> <p>PRTS 251* or PRTS 271* is a prerequisite for the minor and is not included in the calculation of the grade point average for the minor. Requirements for the minor are:</p>	<p>Requirements:</p> <p>PRTS 251* or PRTS 271* is a prerequisite for the minor and is not included in the calculation of the grade point average for the minor. The prerequisite for PRTS 302 is restricted to majors and minors in Park, Recreation, and Tourism Studies. Requirements for the minor are:</p>
<p>Select four from the following:</p> <p>PAS300 Foundations of Public Service PRTS 405 Outdoor Recreation PRTS 406 Outdoor leadership and Environment Education PRTS 433 Camp Administration PRTS 441 Marketing of Hospitality Services PRTS 461 Hospitality Leadership and Management PRTS 475 Sustainable Management in Parks, Recreation, and Tourism PRTS 490 Convention and Meeting Services PRTS 491 Festival, Meeting, and Event Management</p>	<p>Select four from the following:</p> <p>PAS300 Foundations of Public Service PRTS 302 Facilitating the Recreation Experience PRTS 350 Lodging Operations PRTS 404 Recreation Resource Management PRTS 405 Outdoor Recreation PRTS 433 Camp Administration PRTS 441 Marketing of Hospitality Services PRTS 461 Hospitality Leadership and Management PRTS 465 Hospitality Revenue Management PRTS 491 Festival, Meeting, and Event Management</p>
<p>Total Credit Hours 12</p>	<p>Total Credit Hours 12</p>