



**PROGRAM**  
**Minor Revision to an Existing Program**  
**Undergraduate Curriculum Routing Form**

Revised June 2020

<b>Program:</b> (as listed in current catalog)	
<b>Department:</b> (as listed in current catalog)	
<b>College</b> (as listed in current catalog)	
<b>Originator's Name:</b>	<ul style="list-style-type: none"><li>• Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.</li><li>• Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.</li><li>• It is the Originator's responsibility to track a proposal through the approval process.</li></ul>

**Signatures:** The Originator and the Departmental Curriculum Committee Chair will review, complete the checklist, and sign on the "COVER SHEET" pages.

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Department Chair or Associate Dean

Date

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College Curriculum Committee

Date

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Dean

Date

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Teacher Ed. Council (if program is a secondary education program)

Date

*Once the proposal has been approved through the above levels, submit the document to the Office of Undergraduate Education and Student Success: [undergraduate@moreheadstate.edu](mailto:undergraduate@moreheadstate.edu).*

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Undergraduate Curriculum Committee

Date

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Vice President for Academic Affairs

Date

## COVER SHEET

<b>Program:</b> <small>(as listed in current catalog)</small>	
<b>Department:</b> <small>(as listed in current catalog)</small>	
<b>College:</b> <small>(as listed in current catalog)</small>	

- Please confirm with the Office of Undergraduate Education and Student Success (3-2003) that you are initiating the correct proposal form.
- Any proposal with a teacher education component must be routed through the Teacher Education Council.
- Edits to the proposal may be requested at any level of review. Such edits should be made by the originator of the proposal. The originator also may be asked to address questions (in writing or in person) at any level of review.
- Do not alter the proposal form language and formatting in any way. If the form is altered, it will be returned for revision.
- It is the Originator’s responsibility to track a proposal through the approval process.

The originator will review the final document and complete the checkboxes on the left side of the page, sign and date, and submit the complete proposal to the Department Curriculum Committee Chair for their review.

The Department Curriculum Committee Chair will review the document and complete the checkboxes on the right side of the page, sign and date, and submit the complete proposal to the Department Chair/Associate Dean

**Originator**

**Department Curriculum  
Committee Chair**

	The proposal is requesting a MINOR modification to an existing program. Minor changes may include a change in program title or minor admission or completion requirements which do not modify program content. <i>If the program content or method of instruction is to be modified, use the “Major Revision of an Existing Program” form.</i>	
	The curriculum proposal form has not been altered (formatting, font, etc.).	
	If a Teacher Education Council signature is required, the next approval level will be notified so that it can be obtained.	
	Grammar, spelling, punctuation, sentence structure, etc. is accurate.	
	The title, department, and college names correspond with the current catalog.	
	The impacted departments, programs, the individuals notified, and the method of notification are listed.	
	Responses are complete and applicable for each question.	
	Each course pre-fix, number, and title is consistent with the current undergraduate catalog (or with revisions made in supporting curriculum proposals).	

***My signature verifies that I have reviewed the proposal and it is ready to go to the next level.***

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Originator (Sign and Print)

Approval Date

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Department Curriculum Committee Chair

Approval Date

**PROGRAM**  
**Minor Revision to an Existing Program**

The following outline is to be used to report a minor modification of a previously approved program. Minor changes may include a change in program title or minor admission or completion requirements which do not modify program content. *If the program content or method of instruction is to be modified, use the “Major Revision of an Existing Program” form.*

<b>I. PROGRAM INFORMATION</b>
State the current title of the program (as listed in the current catalog)
State the proposed revised title of the program (if applicable)
CIP Code
<b>II. EXPLANATION</b>
<b>A. Describe the change and justify what this proposal is requesting; what you are doing and why are you doing it? Content will be listed at the end of the document.</b>
<b>B. Program coherence refers to 1)appropriate sequencing of courses, not a mere bundling of credits, so that 2)student learning is progressively more advanced in terms of assignments and scholarship required and 3) demonstrates progressive advancement in a field of study that allows students to integrate knowledge and grow in critical skills. The expectation that a program embodies a coherent course of study applies regardless of the mode of delivery. Describe any impacts to coherence that the proposed revisions to the program may have.</b>

**C. Do the proposed changes impact the program's alignment with the program's mission and goals and/or the University's mission and goals? If yes, explain.**

**D. List all departments and programs that could be impacted by this proposal. For example, any department or program that:**

- a. offers required courses for this program**
- b. offers elective courses for this program**
- c. offers similar courses in their program**
- d. has an equated course**
- e. has courses in this proposal listed as a co-requisite or pre-requisite**
- f. shares staff and/or resources.**

**E. Explain the potential impact on the other departments and programs.**

**F. List each of the individuals in the other departments and programs notified by the proposing department and define the method of contact (e-mail, phone conversation, etc.)**

**G. If this is a change that affects the current MSU Undergraduate Catalog content, please provide the copy that is to appear in the next catalog revision.**