Protocol for adding or deleting an **existing** course to/from the list of **electives** of **existing** majors/minors/options

 **When Can Program or Degree Changes Occur?**

1.    Additions, deletions, changes to number of or specific requirements may be made once a year. All documentation is due to the Provost’s Office by March 15. Requests made after March 15 will not be approved for the next academic year.

2.     A department may request course additions to a major, minor, or program list of “elective” requirements twice a year, by October 15 (effective Spring Semester) and March 15 (effective Fall Semester).

Department/Program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action**

 Add to: Major \_\_\_\_\_\_\_\_ Minor \_\_\_\_\_\_\_\_\_ Option \_\_\_\_\_\_\_\_\_

Delete from: Major \_\_\_\_\_\_\_\_Minor\_\_\_\_\_\_\_\_\_ Option \_\_\_\_\_\_\_\_\_\_

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chairperson Date

\_\_\_\_\_Approve \_\_\_\_\_Deny

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Associate Dean of College Date

\_\_\_\_Approve \_\_\_\_\_\_Deny

cc: Provost’s Office, 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.