Curriculum Review Committee

Curriculum Manager (Assistant Registrar): 775-753-2279
email: curriculum@gbcnv.edu

Change an Existing Program Instructions

Please note, this is a fillable PDF form which allows (1) easy editing, (2) digital signatures, and (3) electronic delivery (required). This form will <u>not</u> be accepted in hard copy format.

SECTION 1: Submitter Information

1. Complete the section using your information as submitter.
2. **Please make sure your Department Chair has signed before you submit the form to the Curriculum Manager.**
3. Complete Section 2 if the changes are for a bachelor program or Section 3 for an associate or certificate program.

SECTION 2: Changing an Existing Bachelor's Program

Effective Term: The first term the program changes will effective (example: Fall 2021).

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Is there a GPA requirement change for this program? If there is a new GPA requirement for this bachelor program specify the _current_ GPA requirement **AND** the _new_ GPA requirement in the fields.

Are admissions requirements changing? If there are admissions requirement changes, specify the _current_ admission requirement(s) **AND** the _new_ admission requirement(s) in the fields.

Is this a course requirement change within the program's General Education requirement? If there are changes being made to the General Education requirements in the program, changes must be approved by the General Education Committee first. (Example: embedding Gen Ed Technology requirement into a program course) Provide the date of the approval in the field. Add a brief explanation for the proposed change.

Is this a change or addition to a program prerequisite requirement? If there is a change or addition to the prerequisite requirements for this program, briefly explain the proposed changes.

Is this a course requirement change within a program and/or general elective requirement? If there is a change to a program or general elective requirement, briefly explain the proposed changes.

Does this change alter the total credits for this program? If this change alters the total credit for a section or overall credits for the program, briefly explain the proposed changes.

Catalog Update: <u>A marked up catalog page with the proposed changes must be attached to this form.</u>

SECTION 3: Changing an Existing Associate or Certificate Program

Effective Term: The first term the program changes will effective (example: Spring 2019).

Program Title: (Example: Bachelor of Applied Science – Instrumentation)

Proposed Changes: Briefly describe the proposed change(s) compared to current program requirements.

Catalog Update: <u>**A marked up catalog page with the proposed changes must be attached to this form.**</u>

Is this a course requirement change within the program's General Education requirement? If there are changes being made to the General Education requirements in the program, changes must be approved by the General Education Committee first. (Example: embedding Gen Ed Technology requirement into a program course) Provide the date of the approval in the field. Add a brief explanation for the proposed change.

Is this a change or addition to a program prerequisite requirement? If there is a change or addition to the prerequisite requirements for this program, briefly explain the proposed changes.

Is this a course requirement change within a program and/or general elective requirement? If there is a change to a program or general elective requirement, briefly explain the proposed changes.

Does this change alter the total credits for this program? If this change alters the total credit for a section or overall credits for the program, briefly explain the proposed changes.

SECTION 4: Approvals

- The electronic Curriculum Review form and scanned supporting documents must be submitted first to the Curriculum Manager for review. <u>**Do not submit directly to Curriculum Review Committee Chair.**</u>
- The Curriculum Review form must include signatures from submitter and Department Chair and then **submitted to the Curriculum Manager via email to curriculum@gbcnv.edu**. <u>Forms submitted without all signatures will be returned to submitter.</u>
- During the review process, clarifications may need to be made and/or corrections to the form may be necessary. The Curriculum Manager will return all forms to submitter electronically for requested changes.
- Once the documents have been vetted (common course numbering, course catalog, PeopleSoft, etc.), the Curriculum Manager will contact the submitter and Curriculum Review Committee Chair for scheduling on the next available meeting agenda.
- Tutorial on creating a Digital Signature in Adobe. Use the link below for this one time set up. https://helpx.adobe.com/acrobat/using/digital-ids.html

All completed forms and supporting documents must be submitted via email to the curriculum@gbcnv.edu.