

# Undergraduate Course Changes: Approvals and Consultations (AAC)

## To be submitted for Category 2, Category 3, and Major changes

**SCHOOL/DEPARTMENT INITIATING THE COURSE CHANGE:** \_\_\_\_\_

List the courses that following approvals, consultations and additional information refers to: i.e. HST 508, HST 405.

1. LIBRARY CONSULTATION	YES	NO
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Many types of course/program changes have implications for Library resources. In such cases, consultation with the subject librarian is to take place before a course change form is submitted.

1a. Are there serious deficiencies in current Library resources available to support this change? ..... ☐ YES ☐ NO

1b. If so, how will these be rectified? \_\_\_\_\_

Name of subject area librarian \_\_\_\_\_ Date(s) of consultation \_\_\_\_\_

2. ADDITIONAL RESOURCES REQUIRED?	YES	NO
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2a. Are additional resources (e.g., faculty, space, technology) required to implement and sustain the proposed changes ..... ☐ YES ☐ NO

2b. If yes, specify course(s) requiring the resources \_\_\_\_\_

2c. Have you consulted with the University Planning Office? ..... ☐ YES ☐ NO

3. CONTINUING EDUCATION COURSES AFFECTED?	YES	NO
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3a. Is there a Chang School Offering of the course(s)? ..... ☐ YES ☐ NO

3b. Are any Chang School courses/certificate programs affected by this change? ..... ☐ YES ☐ NO

3c. If yes, specify course/certificate program affected and obtain Chang School approval: \_\_\_\_\_

4. MINORS AFFECTED?	YES	NO
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4a. Are any Minors affected by this change? ..... ☐ YES ☐ NO

4b. If yes, specify course and obtain the approval of the Program that oversees the Minor: \_\_\_\_\_

5. CURRICULUM MANAGEMENT AND ACADEMIC STANDARDS COMMITTEE CONSULTATION	YES	NO
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5a. Curriculum Advising and Undergraduate Publications for Category 2, Category 3, and Major changes ..... ☐ YES ☐ NO

5b. Academic Standards Committee for Category 3 and Major changes ..... ☐ YES ☐ NO

6. DELETION OF REQUIRED COURSE TAUGHT OUTSIDE PROGRAM DEPARTMENT	YES	NO
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6a. Are you deleting a required course in your program's curriculum that is taught by another Teaching Department? ..... ☐ YES ☐ NO

6b. If yes, you will need to submit the [AAC Supplementary Form](#) with approval of the Teaching Department's Council and Dean.

### 7. APPROVALS AND SIGNATURES

- All Category 2, Category 3 and Major changes require the approval of the Teaching Department, their Department/School Council and their Dean. The approval of other Program Departments, their Department/School Council and their Dean may also be required.
- Approval by the Chang School is required only if the proposed changes directly affect Chang School offerings or the changes are initiated by The Chang School.
- An approval signature means that the signing party has been informed of the change and accepts the change.

		Name	Signature	Date
<b>Teaching Department</b>	Department/School			
	Department/School Council Approval Date			
	Chair/Director		<i>G HUDSON</i>	
	Dean		<i>R 44</i>	
<b>Program Department</b>	Department/School			
	Department/School Council Approval			
	Chair/Director		<i>G HUDSON</i>	
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# UNDERGRADUATE SIGNIFICANT COURSE CHANGE SUMMARY FORM (CCS)

Use only for course additions, deletions, and changes that required signatures on the *Approvals and Consultations (AAC) Form*.

**SCHOOL/DEPARTMENT INITIATING THE COURSE CHANGE:** \_\_\_\_\_

**DATE of SUBMISSION:** October 2021

Course Code/ Number	Course Title	Nature of Change						Identify Change (i.e., add to Required- Group 1)	Program(s) / School(s) / Department(s) / continuing education affected by and informed of change	Implementation Date			
		New Course (Y/N)	Existing Courses Check one ✓			Check one ✓							
			Re-position	Addition	Deletion	Required	Elective						

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