



### Request for Curriculum Action

#### Committee for Review

- Undergraduate Curriculum Committee (UCC)  
November 1—Deadline for submitting changes for the next catalog  
February 15—Deadline for submitting changes to be included for summer/fall continuing student registration
- Graduate Council

#### Proposed Curriculum Change(s)

- Create new\* or suspend/delete existing certificate, emphasis, major, minor, option, or program
- Create, delete, or change program admission requirements
- Create or delete catalog course(s)
- Change (subject/number, title, credits, semester, description, grading basis, requisite) for existing courses
- Add or remove Foundational Studies designation or change an existing DL, CID, or FF course(s)
- Add, remove, or change a degree requirement(s) for a certificate, emphasis, major, minor, option, or program
- Change request impacts another department either because a) a course is used by another program as a requisite or degree/admission requirement or b) another department's course(s) are used as a requisite or degree/admission requirement. Affected Department Signatures Page is required, please see next page.

Graduate curriculum only—please list affected courses: \_\_\_\_\_  
\_\_\_\_\_

#### Required Signatures

1. \_\_\_\_\_  
Department or Program                      Chair or Program Coordinator (print name and sign)                      Date
2. \_\_\_\_\_  
Dean of Initiating College Acknowledgement Signature (print name and sign)                      Date
3. \_\_\_\_\_  
College/Division/School Curriculum Chair Approval Signature, if applicable (print name and sign)                      Date
4. \_\_\_\_\_  
General Education Council Approval Signature (print name and sign)                      Date
5. \_\_\_\_\_  
Dean of the Libraries Acknowledgment Signature (print name and sign)                      Date
6. \_\_\_\_\_  
UCC Chair or Graduate Council Chair Approval Signature (print name and sign)                      Date
7. \_\_\_\_\_  
Graduate Dean Approval Signature (print name and sign)                      Date
8. \_\_\_\_\_  
Associate Vice President for Academic Planning Approval Signature (print name and sign)                      Date  
\*A complete SBOE proposal MUST be submitted to Dr. James Munger

Submit the hard copy of the Request for Curriculum Action form with any additional signature pages **AND an electronic MSWord or Google Doc copy of the proposal** to either:  
Undergraduate Curriculum—Mark Damm, [mdamm@boisestate.edu](mailto:mdamm@boisestate.edu), Office of the Registrar, MS 1365  
Graduate Curriculum—Dawn Ramirez, [dawnramirez@boisestate.edu](mailto:dawnramirez@boisestate.edu), Graduate College, MS 1110