

# Change in Program Form – Instructions

**NOTE:** *Three copies are needed of all attachments.*

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\* This form is to be used to submit a proposal to make changes in the following:

- Major (Undergraduate)
- Master's Degree Program
- Doctoral Degree Program
- Emphasis
- Concentration
- Option
- Specialization
- Minor
- Teaching Credential Program
- Certificate Program

- 1. Department.** Enter the name and telephone number of department proposing the change in program.
- 2. Date of Submission.**
- 3. Approvals.** If proposed change is approved, sign and date in the space provided. Retain designated copy for your files and forward to the next reviewing authority. When all endorsements are completed, the change becomes official and constitutes authority to effect catalog and other change.  
  
You will be notified of approved changes in the curricular reports submitted by the Undergraduate Curriculum Committee to the Senate and minutes of the Graduate Council.  
  
If a proposal is not approved at some stage, it should be returned to the originating department with a written explanation outline the reason for denial and constructive suggestions for revision.
- 4. Catalog Copy.** Indicate title of program for which you are requesting a change. State the description of the program (i.e., major, minor, emphasis, etc.) as you wish to have it appear in the university catalog.
- 5. Changes in Program.** Indicate how proposed program differs from the existing program. You should indicate if the program changes are being made in response to academic review and accreditation recommendations. If so, direct reference should be made to the recommending document.
- 6. Reasons for Change(s).** Indicate justification for changes being made. This information will be used by curriculum committees and Senate to make a decision regarding request.
- 7. Special Requirements.** List any special equipment, space or staffing needed as a result of proposed change.
- 8. Adding Course(s) from an Impacted Major.** Attach correspondence from the impacted major department(s) offering the courses(s) indicating that students in this program can be accommodated in the class(es).
- 9. Study Abroad Requirements.** For study abroad requirements, please attach additional "Supplemental Form - SDSU Study Abroad Requirement in a Major" as shown on page 55.

*\* Do not use this form to submit changes to courses.*