

Section 9: Sample Forms

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Academic Unit Request

Department/College/School/Institute/Center Names: New or Changes

This form is to be used to request new academic units (departments, colleges, schools, institutes, or centers) or to request changes to academic units

Complete the following and submit it to the university curriculum Administrative Assistant, B-150 ASB .

Current Name	
Date of Request	Desired Effective Date

Type of change desired (please check all appropriate items):

- Create a New Academic Unit
- Change the name of a current Academic Unit
- Deletion

Request/Justification: (Attach additional sheets as needed. Requests for changes which involve the stewardship or interests of other academic units should be accompanied by memos of support from each unit involved.)

SIGNATURES

Unit Chair, Director or Coordinator	Date
College Dean	Date
College Curriculum Representative	Date
University Curriculum Council	Date
Academic Vice-President's Council	Date
President's Council	Date
Board of Trustees	Date

Program Request

Degree Programs: New or Changes

This form is to be used to request new degree programs or to request changes to existing programs.

Complete the following and submit it to the university curriculum Administrative Assistant, B-150 ASB (for undergraduate programs) or to the Graduate Studies Office, 105 FPH (for graduate programs).

Department		Program Name	
Date of Request	Desired Effective Date	Code (for existing program only)	CIP Code:

Type of change desired (please check all appropriate items):

- | MAJOR | EMPHASIS | MINOR | REQUIREMENTS | TYPE OF DEGREE |
|------------------------------------|--|------------------------------------|--|--|
| <input type="checkbox"/> New major | <input type="checkbox"/> New emphasis/
specialization | <input type="checkbox"/> New minor | <input type="checkbox"/> New requirements | <input type="checkbox"/> BA <input type="checkbox"/> MS |
| <input type="checkbox"/> New name | <input type="checkbox"/> New name | <input type="checkbox"/> New name | <input type="checkbox"/> Requirements change | <input type="checkbox"/> BS <input type="checkbox"/> PhD |
| <input type="checkbox"/> Deletion | <input type="checkbox"/> Deletion | <input type="checkbox"/> Deletion | | <input type="checkbox"/> MA <input type="checkbox"/> EdD |
| | | | | <input type="checkbox"/> _____ |

Former Program hours	New Program hours
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Request/Justification: (Address the following questions in support of your request. Attach additional sheets as needed.)

- How does this proposal advance the program-level learning outcomes?

- What are the positive and/or negative impacts of this proposal on time-to-graduation?

- What are the resource implications?

- Does this change affect other departments? If so, an accompanying letter of support from the affected departments must accompany this request.

- Does this change affect your CIP Code listing? See <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55> for these listings.

SIGNATURES

Department Curriculum Representative	Date
Department Chair	Date
College Curriculum Representative	Date
College Dean	Date
Graduate Dean (for graduate programs only)	Date
Associate Academic Vice President	Date

Course Form

Check one:

New Course^{1, 2, 3}: fill out the entire form completely.

Change to an Existing Course^{2, 3}: indicate the department name and course number and the effective date the change is to take place. Then fill in other information as it relates to the change wanted. Give a full justification statement (on the back) regarding why this change should take place.

DEPARTMENT or subject area				
CATALOG NUMBER ^{1, 2, 6}	Current:	New:		
EFFECTIVE DATE				
CLASS CREDIT HOURS	Current:	<input type="checkbox"/> Fixed or <input type="checkbox"/> Variable	New:	<input type="checkbox"/> Fixed or <input type="checkbox"/> Variable
LECTURE HOURS/WEEK	Current:	New:		
LAB OR QUIZ HOURS/WEEK	Current:	New:		
FULL COURSE TITLE	Current:	New:		
ABBREVIATED TITLE (30 spaces maximum)	New: (This abbreviated title shows in the class schedule and on the student=s transcript, so it should be decipherable)			
FLEXIBLE TITLES, IF ANY (30 spaces maximum)				
GRADE RULE ⁷ (Check one)	<input type="checkbox"/> 7. Numeric (1.6–4.0), T, P, I Law School only <input type="checkbox"/> 8. Standard: A, B, C, D, E, I <input type="checkbox"/> 9. Pass/Fail: P, E, I (Note: Grade Rule 12 must have sufficient justification to be granted. Please attach justification statement)		<input type="checkbox"/> 10. A, B, C, D, E, T, I <input type="checkbox"/> 11. P, T, E, I <input type="checkbox"/> 12. Inclusive: A, B, C, D, E, P, T, I	
CLASS TYPE ⁷ (Check one)	<input type="checkbox"/> A - regular lecture <input type="checkbox"/> B - credit lab <input type="checkbox"/> C - combined lecture and activity <input type="checkbox"/> G - thesis/dissertation <input type="checkbox"/> H - seminar <input type="checkbox"/> I - research <input type="checkbox"/> J - special problems/projects <input type="checkbox"/> K - reading, conferences, reports <input type="checkbox"/> L - student teaching		<input type="checkbox"/> M - Internship & Co-operative Education <input type="checkbox"/> N - practicum <input type="checkbox"/> P - private instruction <input type="checkbox"/> S - varsity sports <input type="checkbox"/> V - remedial (non-credit) <input type="checkbox"/> W - web courses <input type="checkbox"/> X - special credit only <input type="checkbox"/> Z - special courses / conferences	
SEMESTER / TERM COURSE WILL BE OFFERED ⁷	<input type="checkbox"/> F <input type="checkbox"/> W <input type="checkbox"/> Sp <input type="checkbox"/> Su	<input type="checkbox"/> Even years <input type="checkbox"/> Odd years	<input type="checkbox"/> 1st block <input type="checkbox"/> 2nd block	<input type="checkbox"/> On demand
CROSS LISTED ⁵	<input type="checkbox"/> Yes Which course? _____ <input type="checkbox"/> No			
<p>If this course is a service course for other departments, have you conferred with the departments affected and obtained their approval? <input type="checkbox"/> Yes Which departments were contacted? _____ <input type="checkbox"/> No Why not? _____</p> <p>If this course is part of an education major, have you conferred with the education department involved and obtained their approval? (Please be sure to coordinate with the Teacher Education Department so the students= certification for teaching is not jeopardized.) <input type="checkbox"/> Yes <input type="checkbox"/> No Why not? _____</p> <p>If this course is a GE course, have you conferred with the GE Office about this change? <input type="checkbox"/> Yes <input type="checkbox"/> No Why not? _____</p> <p>If this change affects a degree program in your department (required courses, hours) please also submit a Program Request Form.</p>				

FORM INSTRUCTIONS

1. New courses should be given course numbers that have not been used for *at least* 3 years.
2. A catalog (course) number change is considered a change in an **existing** course, = not a **new** course. @
3. If changes in a course are so extensive that it is not equivalent to the former course, the course should be considered a new course and a new number should be used.
4. Undergraduate level courses and graduate level courses are not to be cross-listed or taught together.
5. The distinction between upper-division and lower-division is important. Lower-division courses should be numbered 100-level for freshman and 200-level for sophomores. Upper-division courses should be numbered 300-level for juniors and 400-level for seniors. It is assumed that the proposed course number is consistent with that distinction. Also, 500-level courses are considered graduate level courses which *advanced* undergraduate students may choose to take as electives. 500-level or above courses *should not* be required of undergraduate students.
6. If this item is the only change to the course, do not use this form. Send a memo to the curriculum secretary (B-150 ASB, 2-4245) with all the relevant information to request the change.

PREREQUISITE: What courses are <i>required</i> prior to or concurrent with this course?	Current (as listed in current catalog): New:
RECOMMENDED: What courses are <i>recommended</i> prior to or concurrent with this course?	Current (as listed in current catalog): New:
COURSE DESCRIPTION (35 word maximum) Guidelines: <ul style="list-style-type: none"> • Focus the description on the learning outcomes. • Delete any unnecessary verbiage. Full sentence structure is not necessary • Use "active" voice • Delete articles wherever possible • Restrict adverbs and adjectives • Use parallel structure with other course descriptions in the department • Don't repeat information contained in the course title. • Don't capitalize, except proper nouns 	Current (as listed in current catalog): New:
JUSTIFICATION AND RELEVANT SUPPORTING INFORMATION Include the following <ul style="list-style-type: none"> • How do the outcomes for this course support any related program learning outcomes? • Will this change require new resources (faculty, equipment, space, etc.)? • If so, do you have funding in place to cover resource needs? 	

APPROVAL SIGNATURES

DATE SIGNED

DEPARTMENT CURRICULUM REPRESENTATIVE		
DEPARTMENT CHAIR		
COLLEGE CURRICULUM REPRESENTATIVE		
COLLEGE DEAN		
UNIVERSITY CURRICULUM COUNCIL		

Course Delete Form

Please list below the courses you wish to have deleted from your departmental curriculum. If you are deleting a flex title under an "R" suffix course, please give us the flex title you want deleted and not the generic title of the course.

Department name: _____

Effective date: _____

<u>Subject</u>	<u>Course #</u>	<u>Course title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Justification:

Please be aware: If a course being deleted is used by another department, that department should also sign off on the deletion.

Signature of Department Chair

Date

College Curriculum Representative

Date

University Curriculum Council

Date

Fee Request Form

Check one:

New fee

Change in an existing fee

SUBJECT AREA NAME	
CATALOG (COURSE) NUMBER	
EFFECTIVE DATE	
FEE AMOUNT	New fee: Amount \$ _____ Delete fee: \$ _____ Existing fee: Change from \$ _____ To: \$ _____
JUSTIFICATION "Take-Away Materials"	Explanation: (be specific)
Breakage Costs	
Campus Auxiliaries and Off-Campus Vendors	
Extraordinary Instructional Expenses	

APPROVAL SIGNATURES

DATE SIGNED

COLLEGE DEAN		
COLLEGE CURRICULUM REPRESENTATIVE		
CURRICULUM COUNCIL		
ACADEMIC VICE PRESIDENTS' COUNCIL		

DATE POSTED

RECORDS OFFICE	
STUDENT FINANCIAL SERVICES	

Application for Limited Enrollment Program

Program Name _____

Department/Unit _____ College/School _____

Proposed enrollment limits

Total program capacity _____

Per-year admissions capacity _____

Please provide the following information for the last five years:

Year					
Number of applicants					
Number admitted					
FTE assigned to this program					
Student credit hours per FTE in this program					

Please provide the following information:

1. **Resource Constraints.** Describe the resource constraints that, in your view, justify making this major an LEP.
2. **Enrollment Data.** Provide data and commentary on enrollments for the last three years as they relate to the resource constraints you have identified.
3. **Peer Institutions.** Provide appropriate data from selected peer institutions and discuss their response to enrollment pressure in this type of program. Include faculty-student ratios.
4. **Accreditation Issues.** If applicable, indicate which body accredits this program, what limitations that body recommends on class size, faculty ratios, etc., what the consequences of not fully complying would be, and what the consequences of not being accredited would be.

5. **Measures Taken.** Describe the measures you have already taken to accommodate as many students as possible (adjusting teaching assignments, using part-time faculty selectively, increasing enrollments in lower-division classes, etc.).
6. **Selection Criteria.** Describe the criteria and the process by which you will select those students to be admitted.
7. **Prerequisite Courses.** If grades in prerequisite courses are used to select students, how does your program comply with the LEP policy on the number and types of courses that can appropriately be used?
8. **Disclosure and Advisement.** Describe the measures you now take or will take to provide students (both pre-BYU admission and post-admission) with clear information regarding the qualifications to enter your program and with guidance on how to apply and qualify. If you use an application form, please attach it.

Department Chair and College Dean's evaluation:

Department Chair's evaluation:

Department Chair's signature

Date

College Dean's evaluation:

Dean's signature

Date

UCC Approval

Date

Proposal to Add a Second Major

Policy Statement

A second major is rare and *must be approved* by the chair(s) of the department(s) involved and the dean of the college responsible for the primary major. The *proposal and approval process* requires an evaluation of all University Core and major requirements and a time-to-graduation analysis. **A proposal that will delay graduation more than a semester will seldom be approved.**

The student must complete the comparative graduation plan on the reverse side of this form. It will be verified and signed by the supervisor of the College Advisement Center (CAC) responsible for the primary major who will then sent it to department chairs and the dean for approvals and signatures. It is also the student's responsibility to be aware of the consequences of lengthening the undergraduate experience, which may include CAC holds or discontinuance of financial aid.

Courses used to satisfy the requirements of a student's major can also be used to satisfy the requirements of a minor or an approved second major, unless such is not permitted by the requirements of the proposed second major. The degree granted (BA, BS, etc.) is determined by the primary major. Only the primary major will be listed in the University Commencement program.

Student Information

Name: _____		Student ID#: _____	
Address: _____		Telephone: _____	
Primary Major: _____	Second Major: _____	(code: _____)	
Expected graduation date with primary major only: _____			
Expected graduation date with primary and second major: _____			
Justification for second major: _____			

Signatures

X	
Student	Date
X	
CAC Supervisor, Primary Major	Date
X	
Department Chair, Primary Major	Date
X	
Department Chair, Second Major	Date
X	
Dean, Primary Major	Date

Comparative Graduation Plan

Primary Major Only

Semester: _____

Total Hours: _____

Semester: _____

Total Hours: _____

Major:

1. _____

–

Number of hours remaining to complete this major ALONE (including University Core): _____

–

Total cumulative hours by the end of this major ALONE: _____

Number of cumulative semesters by the end of this major ALONE: _____

Semester: _____

Total Hours: _____

Semester: _____

Total Hours: _____

Primary and Second Majors Combined

Semester: _____

Total Hours: _____

Semester: _____

Total Hours: _____

Majors

1. _____

2. _____

Numbers of hours remaining to complete BOTH majors (including University Core): _____

Total cumulative hours by the end of BOTH majors: _____

Number of cumulative semesters by the end of BOTH majors: _____

Semester: _____

Total Hours: _____

Semester: _____

Total Hours: _____

Attach additional information, if needed.

Request for Minimum Enrollment Exception in Evening Classes

COLLEGE/SCHOOL		DEPARTMENT/UNIT	
COURSE NUMBER		COURSE TITLE	

Requested minimum enrollment _____ (default minimum: 20)

Rationale (space, equipment, standard pedagogy in the field, accreditation standards, other):
(continue on separate page, if needed)

Complete the following with the information about the course from the last three to four enrollment periods.

SEMESTER _____ YEAR _____

DAY		EVENING	
NUMBER OF SECTIONS:		NUMBER OF SECTIONS:	
AVERAGE ENROLLMENT PER SECTION:		AVERAGE ENROLLMENT PER SECTION:	

SEMESTER _____ YEAR _____

DAY		EVENING	
NUMBER OF SECTIONS:		NUMBER OF SECTIONS:	
AVERAGE ENROLLMENT PER SECTION:		AVERAGE ENROLLMENT PER SECTION:	

SEMESTER _____ YEAR _____

DAY		EVENING	
NUMBER OF SECTIONS:		NUMBER OF SECTIONS:	
AVERAGE ENROLLMENT PER SECTION:		AVERAGE ENROLLMENT PER SECTION:	

SEMESTER _____ YEAR _____

DAY		EVENING	
NUMBER OF SECTIONS:		NUMBER OF SECTIONS:	
AVERAGE ENROLLMENT PER SECTION:		AVERAGE ENROLLMENT PER SECTION:	

We acknowledge that if enrollments do not meet the suggested minimum enrollment requirement, the following options are open to the department to carry the course:

1. Other Evening Classes offered in the department/college have sufficient enrollments to offset the financial losses associated with lower-enrolling courses, with approval of the chair (within a department) or the college dean (between departments).
2. The department is willing to provide the difference between the honorarium amount associated with the level of enrollment (graduated down from the suggested enrollment requirement) and the amount of the university approved Evening Classes honorarium.
3. The faculty member is willing to accept the lower honorarium associated with the level of enrollment in the course (graduated down from the suggested enrollment requirement).

	APPROVAL SIGNATURES	DATE SIGNED
DEPARTMENT CHAIR		
COLLEGE CURRICULUM REPRESENTATIVE		
COLLEGE DEAN		
UNIVERSITY CURRICULUM COUNCIL		
AVP APPROVAL		

To be effective the following semester.
 (Copy to Evening Classes)

NEW EVENING SCHOOL POLICIES
(Approved in Dean's Council on 12/15/08)

1. Full-time employees may teach up to 3 credits (or one course if that course is more than 3 credits) per semester with approval of department chair or managing director. Exceptions must be authorized each semester by the dean or line vice-president.
2. Part-time employees may teach up to 75% of load (considered to be 9 credits) in all combined teaching assignments. Departments wanting to exceed 75% must contribute the benefit amount required, recognizing that once an employee exceeds 75% of load, they remain in the benefitted category for the rest of their employment even when the load is less than 75%.
3. Evening classes must end before 8 am or begin after 4 pm. Monday courses must end no later than 7 pm.
4. All faculty honoraria are calculated using course credit hours not clock or lab hours. All 0.5 credit courses will be rounded up to, and paid as, 1 credit hour. The honorarium schedule used to pay faculty for Evening Classes will be reviewed annually.
5. The break-even enrollment in an Evening Classes course generally occurs at 25 students. Departments may offer courses with fewer enrollments if any one of the following conditions are satisfied:
 - A. Other Evening Classes offered in the department/college have sufficient enrollments to offset the financial losses associated with lower-enrolling courses, with approval from the department chair (within a department) or the college dean (between departments).
 - B. The department is willing to provide the difference between the honorarium amount associated with the level of enrollment (graduated down from 25) and the amount of the university-approved Evening Classes honorarium.
 - C. The faculty member is willing to accept the lower honoraria associated with the level of enrollment (graduated down from 25).
 - D. The Associate Academic Vice President for Undergraduate Education and the University Curriculum Council approve a lower enrollment figure for consistent use for that department course based on rationale provided by the department/college. That figure then becomes the break-even figure for that course and the other elements of #5 (A, B, and C) would apply.

The Associate Academic Vice President for Research and Graduate Studies, the Dean of the Graduate School, and the Graduate Council would make similar determinations for graduate courses.
6. Faculty will not be paid for multiple sections of the same course taught at the same time with the exception of large courses with multiple recitation sections in which teaching assistants serve as section instructors.
7. Evening Classes will only transfer honoraria or teaching assistant wages to salary accounts. Honoraria or teaching assistant wages cannot be transferred to unallocated, supplies, or travel accounts.
8. The approval of the AVP and the IVP will be required to teach new courses, including courses that have not been taught in Evening Classes during the previous five years, which are only offered in Evening Classes. This approval process will also cover pilot courses and include criteria for evaluating the continuance of such courses and a stipulated review period.
9. Courses taught in Evening Classes may be discontinued at any time at the discretion of the Department Chair.

RECOMMENDATION

1. All policies with the exception of #4 and #5 go into effect at the beginning of Fall 2009.
2. Policy #4 would go into effect by Fall 2010.
3. Policy #5 would go into effect by Winter 2010.