**CFA Program Change Form**

**INSTRUCTIONS**

If your department/school would like to submit changes to a program (major, minor, emphasis, certificate), follow the checklist below. Once your proposal is complete, it will undergo a review process by the CFA Curriculum Committee and the Dean’s Office for approval. Check the CFA website for curriculum submission deadlines.

Questions? Contact Lien Shen (lienfan.shen@utah.edu).

Program Change Form Checklist:

* Complete the Program Change Form. All sections must be *completely* filled prior to the submission deadline, including the justification, a statement concerning any financial implications, the signature of the chair/director, and the date the curricular changes were approved by department/school faculty.
* Meet with a CFA Academic Advisor to explore how the proposed changes may affect the student experience and make any necessary edits
* Vote of approval by the departmental faculty
* Approval from the chair/director
* Red-lined printed catalog page (including the requirements *and* the 4-year plan) indicating how catalog should now appear. You can find programmatic catalog pages here: [https://catalog.utah.edu/ - /programs](https://catalog.utah.edu/#/programs) Put any explanatory information on this form or, if necessary, a separate memo. **Do not put explanatory information on the redlined catalog pages.**
* Complete 4-year degree plan for students. Must use the template below.
* Any additional information should be included in a separate memo
* Email materials to Velma Rippstein (velma.rippstein@utah.edu)

**CFA PROGRAM CHANGE FORM**

**Major/Emphasis/Minor/Certificate Title:**

*[Fill in the title of the program here. For example: BFA in Ballet]*

**Justification**

*[Write a short rationale for the changes you are making.]*

**Financial Implications**

*[Write a short statement that explains any potential financial implications of the changes.]*

Faculty approved this proposed change on *[Insert date here.]*

**SAMPLE 4-YEAR PLAN INSTRUCTIONS**

Please complete the 4-year plan template below including **all program course requirements *and* all general education requirements**. University policy requires that all general education courses are included in sample 4-year plans. Please note that in general 1000/2000 level courses should be taken in the first and second years, while 3000/4000 level courses should be taken in the third and fourth years of a student’s degree plan. It is assumed that all general education courses are 3-credit hours. Keep in mind that some general education course requirements may be embedded into program course requirements.

For more information on general education requirements please see the [Office of Undergraduate Studies website](https://ugs.utah.edu/general-education/requirements/).

General Education & Bachelor Degree Requirements

* American Institutions (AI)
* Writing (WR)
* Quantitative Reasoning (QA)
* Quantitative Reasoning (QB) (**Not** required for BFA)
* Fine Arts (FF)
* Fine Arts (FF)
* Humanities (HF)
* Humanities (HF)
* Physical/Life Science (SF)
* Physical/Life Science (SF or AS)
* Social/Behavioral Science (BF)
* Social Behavioral Science (BF)
* Upper-Division Communication/Writing (CW)
* Diversity (DV)
* Upper Division International (IR)
* BA Language (**Not** required for BFA)

**4 YEAR PLAN**

|  |  |
| --- | --- |
| **Year 1 – Fall Semester** | **Year 1 – Spring Semester** |
| **Year 1 – Fall Semester Credit Total:**  | **Year 1 – Spring Semester Credit Total:**  |
| **Year 2 – Fall Semester** | **Year 2 – Spring Semester** |
| **Year 2 - Fall Semester Credit Total:**  | **Year 2 - Spring Semester Credit Total:**  |
| **Year 3 – Fall Semester** | **Year 3 – Spring Semester** |
| **Year 3 – Fall Semester Credit Total:**  | **Year 3 – Spring Semester Credit Total:** |
| **Year 4 – Fall Semester** | **Year 4 – Spring Semester** |
| **Year 4 – Fall Semester Credit Total:** | **Year 4 – Spring Semester Credit Total:**  |
| **Total Program Credits:** |