

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 Melonie Murray (melonie.murray@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> 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 Bridget Miller (bridget.miller@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.]*

Department Chair/School Director

Signature

Date

CFA Curriculum Committee Chair

Signature

Date

CFA Dean

Signature

Date



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:	