

DO NOT TYPE IN THIS BOX

Bulletin #: _____

Academic Year: _____

CHANGES TO UNDERGRADUATE JOINT CERTIFICATE

PLEASE SUBMIT THIS FORM WITH YOUR PROPOSAL

Please fill out the coversheet in its entirety.

The proposal must include the following elements using the current undergraduate catalog:

- I. List old Certificate prescribed courses, other requirements, credits and page number (left column)
- II. List new Certificate prescribed courses, other requirements and credits (right column)
- III. Include a brief rationale for the change in the joint certificate

CHECK LIST - Check only those that apply

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. Do all courses exist in the current catalog? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If courses are not in the current catalog, are they proposed in the same Curriculum Committee Bulletin as this proposal? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If courses are not in the current catalog or proposed in this same bulletin, were they approved in a previous curriculum bulletin? | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, attach a separate sheet indicating each course number, name, Bulletin number and Bulletin date. | | |
| If the answers to 1, 2, and 3 are no, do not submit the proposal. Address the course issues first. | | |
| 4. Do courses listed have the correct course prefixes, official titles, course numbers and number of credits? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do course descriptions match the existing catalog or proposed course descriptions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you have the written approval of ALL departments/schools with courses involved in the joint certificate change? (You must have written approval before submitting this document.) | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to #6 is yes, the written approval(s)/acknowledgment(s) must be attached to the proposal.