IMPORTANT: Using the Elective List Update form

- If the elective courses are specifically listed in the Catalog and will remain listed in the catalog, then changes must be made through the normal process (standard or expedited)
- If elective courses specifically listed in the Catalog will be replaced with a reference to a departmental or college Elective List, then the changes need to be made through the normal process (standard or expedited)
- If you are adding or removing courses currently included in an Elective List referenced in the catalog (but the courses are not specifically listed in the catalog), then use this form.

IMPORTANT: Complete the fields below

Contact person*

Type in name, email and phone

Type of Program*

- Program
- Shared Core

Hint: Always choose Program

Department*

Select Department
Elective List Name*

*Format is: XXXXX Elective List; where XXXXX is College, Department, or Program name

Elective List Type*

*Select "College" or "Department"

Program Level*

- Undergraduate
- Graduate

*Select "Undergraduate" or "Graduate". HINT: Select "Graduate" for concurrent undergraduate/graduate programs.

Elective List Description*

*Describe how/where this Elective List is used. If housed on a college/department website, include URL.

Designate all specific curriculum this Elective List applies to:*

*Designate specific curriculum

Designate references to this Elective List as published in the Catalog:*  

*Designate catalog references here.

Rationale and Impact (NEW)

**IMPORTANT:** Describe rationale for the proposal
**Rationale**

--- enter rationale here---

**WARNING: Summarize impact on other units**

- Explain effects the changes may have on existing programs or enrollments
- For courses added or deleted, contact all affected units
- List all affected departments
- Failure to contact all impacted units and include responses can cause delay
- Include responses (or lack of response) in box below or attach copies

**Impact Statement (list all affected departments)**

(i.e. if this impacts another unit) – Statement should include the date when the head of a unit was contacted, and the response or lack of

**If new courses are proposed and will be added to the elective list, then list them here:**

List courses here

- Hint: When adding a brand new course, the course proposal needs to come through before or at the same time as this Elective List update. Be sure to list those courses in the field above.

**IMPORTANT: Select Projected Term**

**Projected Term**
Need help? See Deadlines

Attachments (Elective List)

IMPORTANT: Attach required document

1. To add and view attachments use the Files icon (upper right)
2. Attach a document that shows the current elective list
3. All changes should be highlighted in YELLOW and appear in RED text.
4. Use strike-through text for courses to be deleted.
5. Click the checkboxes below after the documents are uploaded

Attachments?*

☐ Elective List

Attach any required documents. Attach a file by selecting the Files (+) icon on the top right. Click this box once the required document is attached.

Routing

Does your department have a Department Curriculum Committee?*

☐ Yes  ☐ No

Select "Yes" if your department has proposals reviewed by both a Department Faculty Course & Curriculum Committee and Department Faculty. Click "No" if your department does not have a Department Faculty Course & Curriculum Committee and proposals are reviewed by Department Faculty only.

- Hint: for College elective lists, always select "No"

Launch the proposal
IMPORTANT: Launch the proposal

1. Click the Launch icon above

For Acalog Use Only

Program Type

Degree Type

Status

Active Inactive

Plan Code

Sub-Plan(s)

Actual Effective Term

KSIS

Acalog-Undergraduate
Acalog-Graduate

DARS

Global Campus

Implementation Notes

Form Revised: 10-14-2020

Do not use the following

DO NOT USE THE FOLLOWING FIELD (Prospective Curriculum): For Future Use

Prospective Curriculum*