

# Elective List Update - v21.22 Program

## Elective List Update



### 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\***