

**Quick Reference Guide to Curriculog Forms**

<b>Package Content</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>	<b>Program Action</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>
Summary of Request (one per package)	1	A - Summary of Request	Change a degree designation (e.g. MA to MS)	3	G - Program Revision
			Change a CIP Code (only action item)	3	R - CIP Code Change Only
<b>Curriculum Action</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>	<b>Program Action</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>
Add Crosslisting/Remove Crosslisting	1	B - LONG Course Revision	Consolidate degrees	3	G - Program Revision
Aggregate all courses for a new degree program into a plan of study	1	P - New Degree Program Curriculum	Discontinue certificate	2	L - Revise/Discontinue Certificate
Bank/delete a course (may also require program revision form)	1	E - Bank/Delete/Revise Prefix/Course List	Propose a new certificate	2	K - New Certificate
Propose a new course	1	D - New Course	Change certificate title	2	L - Revise/Discontinue Certificate
Change program coordinator name or contact information	n/a	W - Program Coordinator Change Form	Revise certificate admission standards	2	L - Revise/Discontinue Certificate
Add/Remove Designation to a New/Existing Course ( <i>General Education, Domestic Diversity, Global Diversity, Service Learning, Research Intensive, Writing Intensive</i> )	n/a	W-1 Course Designation Form	Increase or decrease total <u>graduate</u> degree hours by less than 25%	2	G - Program Revision
Remove a 5000-level course from undergraduate catalog	1	C - SHORT Course Revision	Move a certificate to a new academic home	2	L - Revise/Discontinue Certificate
Renumbering an existing course to the same level	1	B - LONG Course Revision	Move a degree or minor to a new academic home	2	G - Program Revision
Renumbering an existing course to a different level	1	B - LONG Course Revision	Propose a new accelerated bachelor's/graduate degree	2	I - New Accelerated Program
Revise course ( <u>NO</u> CONTENT CHANGE) prefix, prereq(s)/coreq(s), repeatability, title, note field	1	C - SHORT Course Revision	Discontinue or revise an accelerated bachelor's/graduate degree	2	J - Revise/Discontinue an Accelerated Program
Revise course ( <u>WITH</u> CONTENT CHANGE) prefix, prereq(s)/coreq(s), repeatability, title, note field	1	B - LONG Course Revision	Propose new concentration in an existing degree	2	G - Program Revision
Revise course content, credit hours, contact hours, description, objectives	1	B - LONG Course Revision	Propose new UG minor	2	H - New Minor
Add/Remove course(s) to a certificate	1	L - Revise/Discontinue Certificate	Increase/decrease total certificate hours	2	L - Revise/Discontinue Certificate
Revise prefix for entire course list or program	1	E - Bank/Delete/Revise Prefix/Courses List	Revise certificate core requirements, electives, descriptive text, course list order	1	L - Revise/Discontinue Certificate
Unbank a course	1	F - Unbank Course	Add or remove thesis/non-thesis options of degree program	1	G - Program Revision
Add a course(s) to a program	1	G - Program Revision	Discontinue a concentration or minor	1	G - Program Revision
Update admissions information for a graduate program	n/a	S - Graduate School – Find Your Program Form	Remove a course(s) from a program	1	G - Program Revision
<b>Program Action</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>	<b>Program Action</b>	<b>Level of Approval</b>	<b>Curriculog Form</b>
Increase or decrease degree hours by more than 25%	3	G - Program Revision	Rename existing concentration or minor	1	G - Program Revision
Request to deliver existing degree program – new delivery mode or site	3	M - Request to Deliver Existing Degree – New Delivery Mode or Site	Revise degree or certificate admission standards	1	G - Program Revision
Request to discontinue a degree program, site, or delivery mode	3	N - Request to Discontinue a Degree Program, Site or Delivery Mode	Revise degree, conc., or minor core requirements, descriptive text	1	G - Program Revision

Request to establish a new degree program – any delivery method	3	Q - Request to Establish a New Academic Degree	Revise TOTAL minor hours	1	G - Program Revision
Revise total hours in an undergraduate degree above or below the UNC-SO 120-hour mandate	3	G - Program Revision	Revise degree, conc., or minor electives	1	G - Program Revision
Request to plan a new degree program – any delivery method	3	O - Request for Preliminary Authorization to Plan a New Degree Program	Suspend admitting new students into a program	n/a	T - Request to Suspend Admitting New Students into a Program Form
Increase total graduate degree hours by 25% or more	3	G - Program Revision	Reinstate a discontinued academic program	n/a	U - Request to Reinstate a Discontinued Academic Program Form
Create a Dual Degree Program	3	W-2 New Dual Degree Program Form			
<p><b>If you do not see your action listed here, please email <a href="mailto:curriculog@ecu.edu">curriculog@ecu.edu</a> before starting a proposal form.</b></p>			Updated Summer 2023		