

Curriculum Change Routing Sheet

Note // Course remonstrances must be completed via the CARMin electronic system

Complete packet must include //

This Routing Sheet

Cover Sheet

Proposal using official format

Curriculum Map (not required for "Name Change" only)

1. Select one of the three below // click on selected option to complete the appropriate cover sheet

New Program, Degree, Certificate, Major, or Minor Request

Name Change

New Online Degree, Certificate, Major, or Minor Request

2. Complete both fields below

Division / Unit / Department

Change or Action Requested

3. Sign and date. Email with supporting documentation to next person on the list. Include this routing sheet, cover sheet, proposal, and curriculum map. It is the initiating department's responsibility to follow through. Please cc all when emailing.

SIGNATURES //

Date

Department / Unit Chair

Unit Curriculum Committee Chair

(if applicable)

Dean / Associate Dean

Senate Curriculum Committee Chair

Academic Affairs

Campus Bulletin Coordinator (FYI)

Office of the Registrar (FYI)

Academic Affairs

4. Off-campus approvals (Bloomington) Academic Affairs will input into APPEAR (BL) for off-campus