



Routing Materials (Note // Course remonstrances must be completed via the CARMin electronic system)

This Routing Sheet

ICHE Degree Proposal Form (if new degree program)

or

Program Change Request Form (if existing program)

1. Select one of the proposals/change items

Degree Program Proposals/Changes

Certificate Proposals/Changes

Major/Minor Proposal Changes (including Tracks and Concentrations)

Transcript Changes

Academic Structure Changes

2. Complete both fields

Department & College/School

Brief Description of Change or
Action Requested

**3. Sign and date. Forward this routing sheet and required form to the next approval level
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

4. Off-campus approvals - Academic Affairs will input into APPEAR