

Beginning in the 2015-2016 academic year a new categorization of all processed changes that require university level committee approval was adopted. All changes will be grouped into one of three categories: Group A, Group B, and Group C. For more specific instructions about initiating changes from these groups, please see <https://www.uidaho.edu/provost/academic-initiatives/planning>. It is important to adhere to the published deadlines as late submissions may be denied.

Group A: (Due October 1st to catalog@uidaho.edu)

- Add/Drop a course
- Change a course (credits, description, number, prereqs/coreqs, subject prefix, title, etc.)
- Move a course to or from Dormant status
- Change the curricular requirements for a degree
- Change the curricular requirements for a major
- Change the curricular requirements for a minor
- Change the curricular requirements for a certificate
- Change the curricular requirements for a teaching endorsement (teaching major/teaching minor)
- Add/Drop a subject prefix
- Change of subject prefix ownership
- Approval of USAC specialty programs
- Add/Drop coop designation for a course

Group B: (Due October 1st to provost@uidaho.edu)

- Add/Drop an option or emphasis within a major
- Add/Drop a minor
- Add/Drop a certificate (under 30 credits)
- Add/Drop a teaching endorsement (teaching major/teaching minor)
- Change the name of a degree
- Change the name of a major or minor
- Change the name of an option or emphasis
- Change the name of an academic certificate
- Change the name of a teaching endorsement (teaching major/teaching minor)
- Convert an option or emphasis to its own program
- Consolidate an existing UG program to create one or more new UG programs
- Add/Drop/Change an academic regulation
- Move an academic program(s) between existing administrative units
- Expand an academic program into a U of I designated region
- Change an existing program from face-to-face to online delivery
- Add an online component of more than 50% of a program to an existing program
- Expand a program into a U of I designated Region

Group C/Full Proposal forms: (Work with the Provost's Office on deadlines)

- Add/Drop a degree/major
- Add/Drop a certificate (30 credits or greater)
- Add/Drop a Department/School/College
- Expand an academic program into a geographical area outside of U of I designated regions
- Add/Drop an off-campus instructional program or branch campus

- Make changes to an academic program component with a financial impact of greater than \$250,000 in a fiscal year

Other program changes: (Work with the Provost's Office directly)

- Change a policy in the 4000 section of FSH
- Offer academic credit outside of NWCCU's region
- Enter into a contractual agreement with a regionally or non-regionally accredited organization to provide courses or programs on behalf of the University of Idaho
- Request a special program fee or self-sustaining program fee
- Consolidate or merge a Graduate program