



## **INSTRUCTIONS**

(\*\* indicates attachments required)

1. **Docket # will be filled in by the Dean's Office.**
- \*\* 2. **For a NEW major/minor/program/sequence/track, include an outline of the requirements and provide a justification. For a CHANGE, describe specific changes in requirements and provide justification for all changes.**
3. **The completed form (with accompanying documents) should be signed by the originating department's curriculum committee chair and department chair, other departments as required, then forwarded to the dean's office. Do not send forms directly to the Registrar's Office. The Provost and various deans' offices will coordinate transmittals.**