

Program:**Course(s):****Effective Term/Year*:**

*Use the numeric date of the term in the space above:

(i.e. 201540 = Fall 2015, 201610 = Spring 2016, 201620 = Summer 2016)

Please use one Request for Action form to justify all changes within a program.

For example, if a change in the course fee for one course is requested and another class in the program is deleted, both changes should be checked off in the section below.

Action Being Requested (check all that apply): **New Course** **New Program** **Other (specify below)** **Deletion of Course(s)** **Deletion of Program** **Change in Course** **Change in Program**

(Minor programmatic changes
affecting less than 25% of program)

 Substantive Change

Substantive change refers to:

- A change in location of a program
- If 25% of the program has been changed

Briefly summarize the reason or justification for request:**Submitted by:****Printed name of faculty or initiator****Date**