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| **Type of Change:** | **Description/Justification for change:** *(300 characters)* |
| [ ]  Change to an existing program[ ]  Delete a program from the catalog | Click or tap here to enter text. |

 **Effective Term:** Click or tap here to enter text.

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| **Program Type:** | Choose an item. | *Note: You can only change one program per form* |
| **Short Title:** *(30 characters)* | Click or tap here to enter text. |
| **Long Title:** *(100 characters)* | Click or tap here to enter text. |

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| **Change to program**  |
| [ ]  Change Title | New Short Title: Click or tap here to enter text. |
| New Long Title: Click or tap here to enter text. |
| [ ]  Change Program Length | Existing Length: Click or tap here to enter text. |
| New Length: Click or tap here to enter text. |

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| **Change to program requirements:** |
| [ ]  Add Course(s) | Add \_\_\_\_ course to \_\_\_\_ section. *(example: Add Math 101 to Math Core)*Click or tap here to enter text. |
| [ ]  Delete Course(s) | List courses Click or tap here to enter text. |
| [ ]  Move course within requirement headings | Move \_\_\_ course from \_\_\_ to \_\_\_\_. *(example: move Math 101 from Program Core to Math Core)*Click or tap here to enter text. |
| [ ]  Change credit distribution | Explain the change of credits: *(example: Math 101 changed from 3 credits to 4 credits increasing the Core requirements to 25 and the Total major credits to 67)*Click or tap here to enter text. |

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| **Change to sub-plan requirements:** |
| [ ]  Add a new sub-plan | List Sub-plan Title, description, and requirements. Click or tap here to enter text. |
| [ ]  Delete a sub-plan | List title of sub-plan to be deleted. Click or tap here to enter text. |
| [ ]  Add Course(s) | Add \_\_\_\_ course to \_\_\_\_ section. *(example: Add Math 101 to Math Core)*Click or tap here to enter text. |
| [ ]  Delete Course(s) | List coursesClick or tap here to enter text. |
| [ ]  Move course within requirement headings | Move \_\_\_ course from \_\_\_ to \_\_\_\_. *(example: move Math 101 from Program Core to Math Core)* Click or tap here to enter text. |
| [ ]  Change credit distribution | Explain the change of credits: *(example: Math 101 changed from 3 credits to 4 credits increasing the Core requirements to 25 and the Total major credits to 67)*Click or tap here to enter text. |

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| When adding a course to program requirements, list the earliest, latest and recommended semester a student should take the course. This impacts the sample plan.  |
| **Course** | **Earliest Semester** | **Latest Semester** | **Recommended Semester** |
| Click or tap here to enter text. | Choose an item. | Choose an item. | Choose an item. |

\*Attach a 4 year sample plan (one for each sub-plan).
\*\*Attach side-by-side or mark-ups of catalog or PCAS page to assist your admin entering changes in PCAS.
If desired change does not fit into these categories, work with your department admin to enter change in PCAS.