**OFFICE OF THE REGISTRAR**

**FACULTY SENATE CURRICULUM COMMITTEE**

**Catalog Course Authorization**

Minor/Concentration Create

**E-mail** form to **Curriculum@unlv.edu** in the Registrar’s Office.

**Save file** as minor/concentration name followed by minorcr (e.g., XXXXminorcr).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **I. Routing Information** | | | | | | | | |
| Contact Name: | | | | | | Department and Prefix: | | |
| Contact’s e-mail address: | | | | | | College: | | |
| **II. Effective Date** | | | | | | | | |
| Semester change should become effective: | | | | | | | | |
| Catalog year change becomes effective: | | | | | | | | |
| **III. Minor/Concentration Information** | | | | | | | | |
| College: | | | | Department/School: | | | | |
| Minor: | | | | Concentration: | | | | |
| Justification for minor/concentration create: | | | | | | | | |
| **Minor/Concentration Requirements**  ***Minor/Concentration must be completed by date of graduation.*** | | | | | | | | |
| Minor  Concentration | | | | | | | | |
| GPA:       Grades Allowed: | | | | | | | | |
| Other Administrative requirements: | | | | | | | | |
| Required Minor/Concentration Courses: | | | | | | | | |
| Required Minor/Concentration Electives: | | | | | | | | |
| **Minor/Concentration Credits**  ***It is the department’s responsibility to make certain all hours and totals are accurate.*** | | | | | | | | |
| **Minor** | | | | | **Concentration** | | | |
| *Number of Credits*       *Hours* | | | | | *Number of Credits:*       *Hours* | | | |
| Minor Required | | | | | Concentration Required | | | |
| Minor Elective | | | | | Concentration Elective | | | |
| Total Credits | | | | | Total Credits | | | |
| **IV. Endorsement/Approvals**  Submit to Registrar’s Office and College Committee **after** obtaining Provost approval. | | | | | | | | |
| **Department, College and Dean’s Approval** | | | | | | | | |
|  | Yes | No | Name | | | | Date | Comments |
| Department |  |  |  | | | |  |  |
| College Committee |  |  |  | | | |  |  |
| Dean’s Office |  |  |  | | | |  |  |
| **UNLV Check Area (Registrar’s Office)** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | Yes | No | |  | | Name | Date | | Comments |
| Registrar - Curriculum | | |  |  | |  | |  |  | |  |
| Degree Audit (TADA) | | |  |  | |  | |  |  | |  |
| **Faculty Senate Curriculum Approval** | | | | | | | | | | | |
| Curriculum Committee Chair | | | Yes | No | | |  | Agenda # | Date | | Comments |
|  | | |  |  | | |  | | |  |  |
| **V. Catalog Description:** | | | | | | | | | | | |
| (Faculty Senate Curriculum Committee will not discuss program without the new catalog text). Use the existing electronic catalog as a guide. Copy and paste each section in the existing catalog where you believe this information should be inserted. Assume that this description will appear in the catalog exactly as written**. If the selection is too big for section V., scroll to the bottom of the document and copy and paste the information**.  **Old Catalog Text:**    **New Catalog Text:** | | | | | | | | | | | |
| **For use of the Registrar’s Office** | | | | | | | | | | | |
|  | Initials | Date | | | Comments | | | | | | | |
| Acalog: |  |  | | |  | | | | | | | |
| MyUNLV: |  |  | | |  | | | | | | | |
| TADA: |  |  | | |  | | | | | | | |

**Save file** as program name followed by minorcr (e.g., XXXminorcr).

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**Insert SECTION V. information below -**