

# Minor Degree Program Changes

## Using Format 5A

- Format 5A: Minor Degree Program Change Request

Submissions for minor degree program changes should be submitted early in the fall semester, if possible, in order to make the next printed UAF Catalog. Submissions received in the spring semester may not make it in time for the March catalog production deadline.



### WHAT CHANGES QUALIFY AS MINOR?

- Minor editorial changes or corrections; e.g., program descriptions, course changes corresponding to already-submitted course paperwork for new or changed courses

If the desired change is not shown above, do not use the Format 5A form. Instead, use the Format 5 – Degree Program Change form (see Chapter 10).



### WHERE DO I GET THIS FORM?

Curriculum forms may be downloaded from the links on the UAF Governance web site at:  
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/>

Click on the link to the Course and Degree Procedures Manual for a list of linked forms.



### AFTER APPROVAL AT THE UNIT LEVEL, WHERE DOES THIS FORM GO?

Format 5A forms with original signatures of all required parties may be turned in to:

Registrar's Office  
102 Signers' Hall  
Box 7495

Please email an electronic copy to the Faculty Senate Office at [jbharvie@alaska.edu](mailto:jbharvie@alaska.edu). While these are not processed by a Faculty Senate committee, it is useful to have copies to help troubleshoot questions from departments.



### WHEN DO MINOR PROGRAM CHANGES TAKE EFFECT?

Typically, changes take effect when they are published in the next UAF Catalog. The production deadline for the printed catalog is March 1 (or the first day of business if the 1st falls on a weekend). Therefore, it is strongly suggested that minor changes be submitted during the prior fall semester in order to make the next printed catalog.

Submit originals to the Office of Admissions and the Registrar  
Send an electronic copy to the Faculty Senate Office

**MINOR PROGRAM CHANGE: CATALOG DESCRIPTION ONLY**

**SUBMITTED BY:**

Department		College/School	
Prepared by		Phone	
Email Contact		Faculty Contact	

See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

**PROGRAM IDENTIFICATION:**

DEGREE PROGRAM	
Degree Level: (i.e., Certificate, A.A., A.A.S., B.A., B.S., M.A., M.S., Ph.D.)	

**2. REASON FOR CHANGE:** Indicate what is changing with an "X" or checkmark:

TO CORRECT THE TEXT	
TO UPDATE THE TEXT	

Other reason (specify):	
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**A. CHANGES:** (Brief statement of scope, or a list, of requested changes)

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**B. CURRENT DESCRIPTION AS IT APPEARS IN THE CATALOG:**

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**C. PROPOSED DESCRIPTION AS IT WILL APPEAR IN THE CATALOG WITH THESE CHANGES:**  
(Underline new wording ~~strike through old wording~~ and use complete catalog format )

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**APPROVALS:**

*Your approval indicates that NO DEGREE REQUIREMENTS are being changed by the minor changes to this program. Only catalog updates and corrections are being accomplished by means of this form.*

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

**ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE REGISTRAR'S OFFICE**

	Date	
Received Registrar's Office		