COLLEGE OF FINE ARTS
THE UNIVERSITY OF UTAH

CFA Program Change Form

INSTRUCTIONS

If your department/school would like to submit changes to a program (major, minor, emphasis, certificate), follow the checklist below. Once your proposal is complete, it will undergo a review process by the CFA Curriculum Committee and the Dean's Office for approval. Check the CFA website for curriculum submission deadlines.

Questions? Contact Melonie Murray (melonie.murray@utah.edu).

Program Change Form Checklist:

☐ Complete the Program Change Form. All sections must be *completely* filled prior to the submission deadline, including the justification, a statement concerning any financial implications, the signature of the chair/director, and the date the curricular changes were approved by department/school faculty.

☐ Meet with a CFA Academic Advisor to explore how the proposed changes may affect the student experience and make any necessary edits

☐ Vote of approval by the departmental faculty

☐ Approval from the chair/director

☐ Red-lined printed catalog page (including the requirements *and* the 4-year plan) indicating how catalog should now appear. You can find programmatic catalog pages here: https://catalog.utah.edu/#/programs Put any explanatory information on this form or, if necessary, a separate memo. **Do not put explanatory information on the redlined catalog pages.**

☐ Complete 4-year degree plan for students. Must use the template below.

☐ Any additional information should be included in a separate memo

☐ Email materials to Bridget Miller (bridget.miller@utah.edu).

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CFA PROGRAM CHANGE FORM

Major/Emphasis/Minor/Certificate Title:
[Fill in the title of the program here. For example: BFA in Ballet]

Justification
[Write a short rationale for the changes you are making.]

Financial Implications
[Write a short statement that explains any potential financial implications of the changes.]

Faculty approved this proposed change on [Insert date here.]

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SAMPLE 4-YEAR PLAN INSTRUCTIONS

Please complete the 4-year plan template below including **all program course requirements** *and* **all general education requirements**. University policy requires that all general education courses are included in sample 4-year plans. Please note that in general 1000/2000 level courses should be taken in the first and second years, while 3000/4000 level courses should be taken in the third and fourth years of a student's degree plan. It is assumed that all general education courses are 3-credit hours. Keep in mind that some general education course requirements may be embedded into program course requirements.

For more information on general education requirements please see the Office of Undergraduate Studies website.

General Education & Bachelor Degree Requirements

- ☐ American Institutions (AI)
- ☐ Writing (WR)
- ☐ Quantitative Reasoning (QA)
- ☐ Quantitative Reasoning (QB) (**Not** required for BFA)
- ☐ Fine Arts (FF)
- ☐ Fine Arts (FF)
- ☐ Humanities (HF)
- ☐ Humanities (HF)
- ☐ Physical/Life Science (SF)
- ☐ Physical/Life Science (SF or AS)
- ☐ Social/Behavioral Science (BF)
- ☐ Social Behavioral Science (BF)
- ☐ Upper-Division Communication/Writing (CW)
- ☐ Diversity (DV)
- ☐ Upper Division International (IR)
- ☐ BA Language (**Not** required for BFA)

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4 YEAR PLAN

Year 1 – Fall Semester	Year 1 – Spring Semester
Year 1 – Fall Semester Credit Total:	**Year 1 – Spring Semester Credit Total:**
Year 2 – Fall Semester	**Year 2 – Spring Semester**
Year 2 - Fall Semester Credit Total:	**Year 2 - Spring Semester Credit Total:**
Year 3 – Fall Semester	**Year 3 – Spring Semester**
Year 3 – Fall Semester Credit Total:	**Year 3 – Spring Semester Credit Total:**
Year 4 – Fall Semester	**Year 4 – Spring Semester**
Year 4 – Fall Semester Credit Total:	**Year 4 – Spring Semester Credit Total:**
Total Program Credits:	

UNIVERSITY GRADUATION REQUIREMENT WORKSHEET

Name_____Major_____Date_____Advisor_____

Keep this worksheet for your records and future advising
This is an "**unofficial**" worksheet. Total hours, upper-division hours, and all other graduation requirements should be verified when you apply for graduation, **one year** before your projected graduation date.

CREDIT HOUR and GPA REQUIREMENTS

- **2.00 MINIMUM CUM GPA**

- **MINIMUM 122 SEMESTER HOURS**

- **40 UPPER-DIVISION SEMESTER HOURS**

- **RESIDENCY HOURS REQUIREMENT**

GENERAL EDUCATION REQUIREMENTS

AMERICAN INSTITUTIONS   (**minimum grade D- or CR)***
   HIST 1700, ECON 1740, or POLS 1100   (AI)   _____
WRITING   (**minimum grade C-)***
   Writing 2010   (WR)   _____
QUANTITATIVE REASONING   (**minimum grade D- or CR)***
   Quantitative Reasoning - Math 1030 or higher (*except statistics*)   (QA)   _____
   Quantitative Reasoning – Statistics or Logic (from approved list)   (QB)   _____

INTELLECTUAL EXPLORATIONS (IE)   (**minimum grade D- or CR)***   (2 courses in each area)
   Approved courses found at: **ugs.utah.edu/gen-ed-reqs/**
   (Click the desired semester and then click "Gen Ed & Bachelor Degree Courses" at the top of the page)

   Fine Arts   (FF)   _____
   Fine Arts   (FF)   _____

   Humanities   (HF)   _____
   Humanities   (HF)   _____

   Physical/Life Science   (SF)   _____
   Physical/Life Science **OR** Applied Science   (SF) or (AS) _____

   Social/Behavioral Science   (BF)   _____
   Social/Behavioral Science   (BF)   _____

Notes:
- Course requirements in the student's major automatically satisfy IE requirements in that area.
- Students should contact their major advisor for information on specific IE courses required as part of the major.

BACHELOR'S DEGREE REQUIREMENTS
Please consult an academic advisor to see if these requirements are fulfilled by your major.

   UPPER-DIVISION COMMUNICATION/WRITING   (**C- or CR)***   (CW)   _____
   DIVERSITY   (**C- or CR)***   (DV)   _____
   UPPER DIVISION INTERNATIONAL   (**C- or CR)***   (IR)   _____
   BS QUANTITATIVE INTENSIVE REQUIREMENT   (**C- or CR)*+**   (QI)   _____
   (Two upper-division courses required)   **OR**   (QI)   _____
   BA LANGUAGE REQUIREMENT   (**C-or CR)***   _____

MAJOR REQUIREMENTS
Research majors and requirements by going to Major Exploration website: **majors.utah.edu**

(Minimum grade does not apply to pre-requisites. Please check with department first)
*If the course is a requirement for a major it must be taken for a letter grade. CR/NC is NOT an option