

## Revising a Degree (Plan) Title or Concentration (Sub-Plan) Title

### Existing Degree

A title change for an **existing degree** (plan) requires approval through the university level and UNC-GA. It may take 6-12 months for approval depending on the date of submission to the OUCC.

### Concentration

Revision of a **concentration (sub-plan) title** requires UCCC and Provost approval but does not require approval routing to UNC-GA.

In most cases, a new degree audit and SIS code will be created to establish and implement the new title for the plan or sub-plan.

Note: If you change a concentration (sub-plan) or degree (plan) title and leave the SIS code as is, the current students will graduate under the NEW title, therefore a new code should be created for the new title and the department/college can then move students who want to graduate with the new title into the new code/degree audit.

### Required Documentation

#### Curriculum Action Memorandum

A memo addressed to the University Courses and Curricula Committee (UCCC) to include:

- The current title, SIS code, and CIP code of the plan and/or subplan affected
- Proposed new title
- Proposed new SIS plan and/or subplan code. If you do not list one, one will be created upon implementation.
- Reason for the title change
- State whether the revision in the title impacts the classification of the program (CIP code)
- State whether revision impacts other programs or departments, include/attach consultation correspondence if applicable
- Statement on how the revision will impact current students in the program. If no impact, please state.
- Proposed effective date for title change

### Attachments

Note: If the curriculum is a jointly administered between two or more colleges, the signatures of the other College(s) must be represented on the signature page.

- Signature page for change to Concentration (sub-plan) title
- Signature page and Routing Form for Degree (Plan) Title changes only

### Approval Process

Upon completion of the above documentation and signature of the Head of the department or program,

the action should be submitted to your College Liaison for approval by the College Course and Curriculum Committee and Dean. Upon approval at the college level, the College Liaison will send the action to the Office of Undergraduate Courses and Curricula (OUCC) in DASA for placement on the UCCC agenda.

If approved by UCCC, the UCCC Chair and the Dean for Academic Programs & Services (APS) signs. If the action is approved pending revision, the UCCC Chair will sign and the UCCC representative from your college will contact the appropriate person(s) to submit the needed revision. Once the revision is received by the OUCC, the action will be signed by the Dean for APS.

Approval Process for a **Degree (Plan) Title Change**: Once the action is signed by the Dean for APS, the action will move through the on-campus approval process as indicated on the Routing Form.

Approval Process for a **Concentration (Sub-Plan) Title Change**: Once the action is signed by the Dean for APS, the action will move to Registration and Records for implementation.