

Instructions for Completing Form 91A

Form 91A Request for Change in Academic Program or Conditions

Requests for changes in academic programs should include the Form 91A and all supporting documentation. Most of the information requested on the Form 91A is self-explanatory. Indicate all programmatic changes on Page 1 of the form. You may also include this information as separate attachments. If the information is provided in separate attachments, please indicate this on Page 1 of the form.

Make sure to include a rationale statement under Item 1 on page 2 of the form. Provide all the additional information in items 2-4, if applicable.

The request should include: (i) a copy of the old catalog description, (ii) a tracked changes version of the new catalog description, and (iii) a clean copy of the new catalog description.

Some changes (e.g., change in department/unit name, change in academic program name, addition or elimination of specialization, concentration or option) will require an RME.

When submitting a request for program modifications or additions that also includes adding, eliminating or modifying courses, all program (Form 91A) and course (Form 90A, Form 90B, Form 93, Form 94) forms must be submitted in a packet that includes the following:

- ☐ A cover page with:
 - a summary of the proposed program changes
 - a list of course forms included in the packet and a brief summary of how each course is related to the program change
- ☐ Form 91A and *all* required 90A, B, or C, 93 and/or 94 forms
- ☐ Letters of collation (required if other departments are impacted by the request)
- ☐ RME (required if minors, specializations, concentrations or options are added or deleted or if there is a change in program, department or unit name)