

## Instructions for Request for Administrative/Internal Changes Form

Requests for administrative/internal program modifications must be submitted using the Request for Administrative/Internal Changes form, available on the Governance Tab, University Forms Channel on Aggie Access at <http://aggieaccess.cameron.edu>, consisting of:

- Cover Page
- Signature Page
- C15, C16, C17, or C18 form, complete with narrative explanation and supporting documents
- A current degree check sheet, or list of current requirements in the case of a minor, and a proposed degree check sheet, or proposed list of minor requirements, that clearly shows the proposed changes must accompany a request for modification.

### Cover Page

**Department submitting request:** The name of the department/school offering the degree or minor.

**Contact person:** Someone who can answer questions about the requested Administrative/Internal Change; include the title and phone number of this person.

**Current Title of Degree Program (Level III):** Aggregations of courses with an institutional-unique program code (also known as the State Regents' Program Code). This level defines the discipline in which the degree is awarded. Examples include Bachelor of Arts in English Education, Bachelor of Fine Arts in Art, Bachelor of Science in Biology, Master of Science in Behavioral Science.

**Program Code (Level III):** This is the *State Regents Program Code*.

**CIP Code (Level III):** Classification for Instructional Programs (CIP) codes indicate classification of instruction.

**Degree Granting Academic Unit:** This is the name of the degree department.

**Department Head:** Person who oversees the program listed above.

### Type of Request:

- (1) Addition of a Minor (C15)
- (2) Deletion of a Minor (C16)
- (3) Requirement Changes for Minor (C17)
- (4) Other Administrative/Internal Program Modification (C18)

### Signature Page

Administrative/Internal changes require approval of Chair or Director, Dean or Supervisor, applicable Committee or Council Chairs (General Education Committee, Teacher Education Council, Graduate Council, Curriculum Committee), and Vice President for Academic Affairs.

*Cameron University*

**REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES**

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\_\_\_\_\_  
Department submitting request

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone number

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\_\_\_\_\_  
Current title of degree program (Level III) or Minor

Program Code (Level III): \_\_\_\_\_

CIP Code: \_\_\_\_\_

Degree Granting Academic Unit: \_\_\_\_\_

Department Chair: \_\_\_\_\_  
(Person who oversees degree program listed above)

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**TYPE OF REQUEST:** Check the type of request and attach a narrative explanation with supporting documents.

\_\_\_\_ (1) Addition of a Minor

\_\_\_\_ (2) Deletion of a Minor

\_\_\_\_ (3) Requirement Changes for Minor

\_\_\_\_ (4) Other \_\_\_\_\_

*Cameron University*

**REQUEST FOR ADMINISTRATIVE/INTERNAL CHANGES**

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\_\_\_\_\_  
Department submitting request

\_\_\_\_\_  
Program Name and Code being modified

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\_\_\_\_\_  
Chair or Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean or Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
General Education Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Education Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Council Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President for Academic Affairs

\_\_\_\_\_  
Date