

Certificate Degree Evaluation Revision Request

Send completed form/attachments to Curricular Services, General Services Complex, Suite 1501, MS 0100 or cars@tam.u.edu
Questions: 979.845.8201 or cars@tam.u.edu

DEADLINE: Monday, August 7, 2017

Submit this form and a copy of the edited degree evaluation ***ONLY*** if revisions are needed for the degree evaluation. Please make updates to your certificate program(s) for the degree evaluations in **RED** pen and attach to this form. Edited copies not revised in **RED** will be returned and not processed.

Updates are due to Curricular Services by **Monday, August 7, 2017**. All updates require approval of the AOC/GOC Dean.

Requests that revise curriculum or text referring to courses that count toward requirements must indicate the approved Faculty Senate number (FS#) that authorizes the revision. Failure to supply the approved proposal or the FS# from the Curricular Services [course tracking charts](#) or from the [Curricular Approval Request System](#) (CARS) may result in the return of the proof for such documentation. A list of approved certificate programs along with the approval documentation can be found on our [website](#).

Requested curricular revisions that have not been approved through the curricular approval process will not be processed.

College: _____ Department: _____

Academic Level: _____

Program Code:
(ex., UCT-ANCO): _____

Catalog Program Title:
(ex., Analytics and Consulting) _____

The following revisions are being requested (check all that apply):

Editorial

- Order of rules, combining rules, correcting typographical errors

Approved Curricular Change

- Attach Proposal
 - Date approved _____
 - FS # _____

Program Contact:
(Print Name) _____ Program Contact Email: _____

Department Head:
(Print Name) _____ Department Head
Signature: _____

AOC/ GOC Dean:
(Print Name) _____ AOC/GOC Dean Signature: _____

For Curricular Services Use Only

Date Received: _____

Processed By / Date: _____