# **Revision Instructions: Majors and Minors Review Procedures**

**Required steps to complete this process (all due by the submission deadline):**

1. An online Request for Revision of Requirements (RRR) Form for **each** **major and minor sheet** must be submitted (even for those with NO changes proposed). See details below.
2. Each major and minor sheet for which you are proposing edits must be edited using Word Markup, and emailed to the Division of Undergraduate Education at [Publications@ltsc.ucsb.edu](mailto:Publications@ltsc.ucsb.edu) .
3. **IMPORTANT REMINDER:** The Academic Senate requires that if departments are adding courses to a major or minor sheet from other departments, then the Chairs of participating departments must provide written approval for the use of the courses. Email copies of emails/letters of support from department Chairs to [Publications@ltsc.ucsb.edu](mailto:Publications@ltsc.ucsb.edu). Note that the emails/letters **must be from the Chairs** of the departments and **must note all courses approved for use** from their departments. If any newly included courses are not documented as approved for use by department Chairs, then the Senate has stipulated that the courses cannot be included on the sheet.
4. **Note Regarding Significant Changes:** If your department is submitting “significant”changes beyond regular “housekeeping” changes, you must also submit a written proposal detailing the changes and justifications. This memo should be addressed from the department Chair to the Chair of the Faculty Executive Committee, and it must include the results of a full faculty vote on the changes. This memo must be submitted to the Division of Undergraduate Education (email the memo to your L&S liaison by the submission deadline). After our advisory review, the College will forward the proposal to the FEC for official review. If endorsed, the FEC will forward the proposal to the Undergraduate Council of the Academic Senate for final consideration. This is a complex process. Please contact your College liaison to discuss this process in detail and the items that will need to be addressed in the memo.

## Guidelines for submitting the Request for Revision of Requirements (RRR) online form

An online RRR form must be submitted for each major and minor requirement sheet. If there are no changes for a sheet, you will simply select “No Changes” in the RRR form for that sheet. The online RRR form is located here: <http://duels.ucsb.edu/academics/forms/request-revision-requirements>. *We recommend that you copy the changes and justifications that you type into the webform fields into a Word document so that you have a copy for your records and in case you are not able to finish the submission and need to restart it at a later time* (you will NOT be able to save in-progress work on the webform).For numerous changes listed in the same sections (e.g. multiple courses being added or removed from the sheet), please clearly list each edit and its corresponding justification (i.e. in the justification section, there should be a justification for every proposed edit, clearly identified as associated with that change).

1. Please review each major and minor sheet thoroughly, even if you expect to make no changes.

* Verify that all courses (from your department *and* other departments) listed are still offered, and delete reference to those that have been discontinued or placed in hibernation.
* Verify that the unit values have not changed.
* Verify the correctness of course number, including suffix, for each listed course.

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1. For every course you are adding to requirements or options and for those you are deleting, you must list the course title and unit value, as well as course number.
2. Use the justification portion of the form to describe the reason for **removing** the course(s) as a requirement or option. Typical reasons include (but are not limited to):

* course discontinuance or hibernation
* change in course content, making it no longer appropriate
* change in direction of major, decreasing the value of the course within it

1. Use the justification section to describe the reason for **adding** a course as a requirement or option. While appropriate content is a given, the Faculty Executive Committee will want to understand why the course is just now being added. Is the course itself new? Has the department only recently recognized the relevance of an existing course? Does the addition fit in with a new direction for the major? Remember that if you are adding courses from other departments, documented **approval from the Chair** of each participating department is required in order to include the courses.
2. If proposed revisions alter the total number of units required in either the preparation for the major or the upper-division major, you should call specific attention to the change, indicating how many units were required in the past and how many after the proposed change. Please remember the following regulations:

* Bachelor of Arts majors must require at least 36 upper-division units, but not more than 48.
* Bachelor of Science majors must require at least 44 upper-division units, but not more than 56.
* Bachelor of Fine Arts majors must require at least 68 upper-division units, but not more than 85.
* Bachelor of Music majors must require at least 71 upper-division units, but not more than 83.
* A minor must require at least 18 upper-division units, but not more than 24.