To: Departmental Administrators

CC: College Deans and Associate Deans

From: University Curriculum Committee (UCC) and the Office of the Registrar

Date: January 20, 2012

Subject: Option to opt into the 120 credit minimum for a degree and/or 18 credits for a minor

With the approved changes to Regulation J, colleges and departments are being given the opportunity to opt into the new requirement of 120 credits for degree and 18 credits for a minor effective with the 2012-2013 General Catalog. This change is voluntary and no response from you will indicate that you plan to leave your major(s) and minor(s) as they are in the 2011-2012 General Catalog (plus any changes approved by UCC for the 2012-2013 General Catalog).

Three courses of action are available for departments that want to opt in to the Catalog change:

- **Programs with course requirements at or below 120 credits** (excluding elective options) that would like to opt in to the 120 credit minimum for the 2012-2013 General Catalog can send a memo to your dean’s office to be forwarded from your college Dean’s Office to Charles Tibbals (ctibbals@uidaho.edu) in the Office of the Registrar. All requests should be submitted as a group from your college dean’s office to facilitate a quick update of your requirements in the General Catalog and to best assure that all majors seeking to make this change are included.

- **Programs with required credits within the total of 128 credits that exceed 120** and that you would like to adjust to accommodate the 120 credit requirement will be given a window of opportunity to make this change through UCC for the 2012-2013 General Catalog. If you wish to do this, you will need to submit a change of curriculum form to UCC with a track changes listing of the changes (see UCC website for form) requesting the alterations to your major’s requirements by February 3, 2012. Only minor adjustments to the major’s specific requirements will be accepted at this time (e.g., using current courses and adjusting required and elective choices).

- **Programs with minors that wish to reduce their requirements down to 18 credits** will be given a window of opportunity to make this change through UCC for the 2012-2013 General Catalog. If you wish to do this, you will need to submit a change of curriculum form to UCC with a track changes listing of the changes (see UCC website for the form) requesting the alterations to your minor(s) requirements by February 3, 2012. Only minor adjustments to the minor specific requirements will be accepted at this time (e.g., using current courses and adjusting required and elective choices).

Programs seeking to make change such as: course requirements, new courses, additions to curricula, and new options will require review through the normal curriculum approval channels and will be considered for the 2012-2013 curricular review process.

If you have any questions please contact Charles Tibbals (ctibbals@uidaho.edu) or at (208) 885-9222.