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| **ADD REQUEST FOR APPROVED ELECTIVES** |

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| TO: | Cem Sunata, Registrar | DATE: |       |
| FROM: |       (drafted by      ) |
| DEPARTMENT: |  |

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| Please use this form to request changes in approved elective curriculum requirements listed in the catalog. Multiple requests can be made on the same form. See next page for instructions.**Submit form to Office of the Registrar, Attn: Elaine Thurmond** |

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| Specify Each Catalog by Year | Specify Each Major, Minor, or Concentration | Type of elective listed in the program or concentration requirements in the catalog (e.g. Approved Elective, Technical Elective) | Course(s) |
|       |       |       |       |

Department Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name Date

Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name Date

Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_       \_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature Print Name Date

FOR OFFICE USE ONLY:

 Consult Memo: \_\_\_\_\_\_\_\_\_ Evaluator: \_\_\_\_\_\_\_\_ Degree Audit Analyst: \_\_\_\_\_\_\_\_ DPR/PP: \_\_\_\_\_\_\_\_ Catalog Editor: \_\_\_\_\_\_\_\_

DISTRIBUTION: Original to Office of the Registrar

 Copies to Department Chair, College Advising Center, Associate Dean

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**Approved Electives Request Instructions:**

**Approved Electives Request Purpose:** To add courses to a list of approved electives, technical electives, etc. for curriculum listed in the catalog. This can be due to changes in required curriculum from catalog to catalog, the creation of new courses, deactivation of a course, etc. If a course is newly listed in a new catalog's list of approved electives, this form is required in order to apply that course to prior catalogs.

**Completing the form:** This form should come from the department chair of the department where the curriculum resides. If the approved elective request is being drafted by someone other than the department chair then please indicate that on the add request for approved electives form. A [consultation memo](https://registrar.calpoly.edu/consultation-other-departments) will be needed if the requirements being added is a course that is offered outside of your home department.

**Column 1:** List the catalog years that are effected by the requirement. Please note you can only request published catalogs. No future catalogs.

**Column 2:** List the major(s), minor(s), concentration(s), or specialization(s) that will be affected by the requirement.

**Column 3:** Type of elective listed in the program requirement in the catalog. For clarity, please use the exact terminology as published in the catalog for that elective area.

**Column 4:** List the new course(s).

Once completed and signed by the department chair and Dean, Request for Approved Electives can be submitted to the Office of the Registrar, Attn: Elaine Thurmond, or emailed to catalog@calpoly.edu. Any questions, please email catalog@calpoly.edu.