

## PROPOSAL PROCESS D: MAJOR CHANGES TO AN EXISTING PROGRAM

Use the following guidelines and template to propose four or more major changes to an existing single degree or degree-related degree program. Major change proposals represent significant changes to a program, such as a major redefinition of course requirements (again, four or more), or a combination of changes that may include changes to a program's requirements as well as changes to individual courses. Sponsors typically follow the Process A guidelines and template in order to propose changes to existing courses except in those instances where the most logical way to present change(s) to existing course(s) *and* resultant changes to the program is to include them in the Process D program change proposal.

Please note:

- Process D proposals do not require a Library Resource Form.
- If the change to the program involves changing the program's name, suspending or dissolving the program or moving the program to another academic unit, then the proposal should be submitted with a Process Q cover form.
- Sponsors who wish to propose an accelerated undergraduate/graduate program (where both programs already exist separately) should refer to the specific Process D guidelines for creating a new 4+1 undergraduate/graduate dual degree.
- Sponsors who wish to add a new concentration to an existing program should refer to the Process E guidelines for creating a new concentration.
- If you have questions about what constitutes a single change, a major change, or if you would like assistance deciding which guidelines are the most appropriate for you to use, please contact your College Curriculum Chair or the Senate Curriculum Committee Chair.

### Approval Process

Process D proposals requires both a College Curriculum Committee hearing and a Senate Curriculum Committee hearing. If approved, the Chair of the Senate Curriculum Committee will forward the proposal to the Provost's Office for administrative approval and implementation.

The text above and the italicized text in the guidelines are for explanatory purposes and should not be part of a final proposal.

**I. DETAILS**

- a. **Title of Proposal:** Provide an informative title that briefly summarizes the changes requested (in general terms) and the name of the (degree or non-degree) program.
- b. **Sponsor(s):** The first sponsor listed will be considered the lead sponsor and must be an active faculty member.
- c. **Changes in From/To Format (table format preferred):** Proposed changes can be prefaced with a brief context/description if deemed necessary. Present changes logically and clearly for evaluators who may be unfamiliar with your program as well as for the registrar's office, which will need to implement these changes. Potential grouping of changes might be by type (admission requirements, changes to core/required courses, track/bank changes, changes to one or more concentrations within a program, etc.) with multiple changes represented in the tables.

*Reminder: If changes only affect course(s) prefix, title, description, pre-requisites, or hours, then the Process A: Changes to an Existing Course(s) guidelines should be used.*

**Change 1: Description**

From	To

**Change 2: Description**

From	To

**Change 3: Description**

From	To



*section (in a from/to table format) a current program overview or advising sheet as well as a revised program overview or advising sheet that incorporates the requested changes and shows credit hours.*

### **III. RESULTS OF CONSULTATION**

- a. Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*
- b. Consultations Received:** *List by name and department. Copies of emails are acceptable. Letters from all parties listed as consults are expected to be included.*
- c. Consultations Not Received:** *List by name and department. List the names and departments of anyone who did not respond to the consultation request.*
- d. Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*