

PROPOSAL PROCESS C: MINOR CHANGES TO AN EXISTING, SINGLE DEGREE OR DEGREE-RELATED PROGRAM

Use the following guidelines and template to propose three or fewer minor changes to an existing, single degree (BA, BS, MA, MS, or Ph.D) or degree-related program (minor, concentration, or any type of certificate). The Process C proposal generally is intended to make changes to course requirements such as admission and/or graduation requirements, required coursework and/or program hours). If you have questions about what constitutes a single change or a degree or degree-related program, contact your College Curriculum Chair or the Senate Curriculum Committee Chair.

Please note:

- If the intent is to make changes to individual courses (such as changes to course titles or to catalog descriptions, etc.,) sponsors should follow the guidelines for Process A proposals. However, if the sponsor is proposing three or fewer changes to program requirements that also include changes to courses, then Process C may be the more logical option.
- If a sponsor is proposing a related new course (Process A) that changes degree requirements, than a Process C proposal may be required.
- If four or more changes are being made to a single degree or non-degree program in the same curriculum cycle (semester), sponsors must submit a Process D proposal: "Major Changes to an Existing Program."
- If the change being proposed affects the name of a degree program or a related-degree program, then a Process Q: Quasi-Curriculum Proposal is required and the only change in that proposal should be the requested name change.
- Process C proposals do not require a Library Resource Form.

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

Approval Process:

Process C proposals do not require a Senate Curriculum Committee hearing, but they do require a College Curriculum Committee hearing as well as a review by the Chair of the Senate Curriculum Committee. Once the Chair approves the proposal, it is forwarded to the Provost's Office for administrative approval and implementation.

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 degree-related 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 admission requirements, changes to required courses, changes to concentrations, changes to one or more specializations within a program, etc., with multiple changes represented in the tables.*

Change 1: Description

From	To

Change 2: Description *(if applicable)*

From	To

Change 3: Description *(if applicable)*

From	To
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d. Implementation Date:

Fall (YYYY)

Spring (YYYY)

e. Related Curriculum Proposals Being Simultaneously Submitted: *List only those proposals directly associated with the changes requested in this proposal, such as a new course proposal (Process A). If none, state NONE.*

II. RATIONALE

a. Statements of "Need" For Change: *Explain the need for the change as it effects the program, department, college, and/or students. This includes program integrity and student progress.*

1. Change 1 Rationale:
2. Change 2 Rationale (if applicable):
3. Change 3 Rationale (if applicable):

Note: In most cases a rationale should be provided for each proposed change, but in situations where a rationale applies to more than one, or even all, of the requested changes, simply make that point clear in this section of the proposal. Do not repeat the rationale.

b. Curricular Effect: *Provide a brief description of how the change(s) will impact the program, other courses, and students (if not already addressed above). Sponsors must also include in this 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 consultation letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*