**Major/Minor/Program and Catalog Revision Form**

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| Department or Program |
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This form should be used to request changes to majors/minors/programs and other Catalog copy. All proposals must be submitted to the Associate Dean of the Faculty, who will then forward a copy of the proposal to the Chair of the College Curriculum Committee.

Deadline is **December 15** for the changes to appear in the subsequent year’s Catalog.

Although this form can be submitted at any time, approved changes are not in effect for students until they have appeared in the Catalog.

This proposal is for:

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| Revisions to major |  |
| Revisions to writing requirement in the major (see attached questions) |  |
| Revisions to minor |  |
| Revisions to program |  |
| Other Catalog copy |  |
| Deletion of major |  |

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| 1. | Description of requested changes |  |
| 2. | Rationale |  |
| 3. | Former Catalog Copy |  |
| 4. | New Catalog Copy |  |

**Approvals:**

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| Chairperson of Faculty Department | Date |

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| Interdisciplinary Program Director (if the change affects an ID program) | Date |

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| Dean or Associate Dean of the Faculty | Date |

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| Chair of Curriculum Committee | Date |

**Writing requirement in the major**

To propose changes to a writing requirement in the major, please see the Curriculum Committee guidelines. In addition, answer the following questions:

1. **Catalog copy:** Attach Catalog copy with the new or revised description of the writing requirement in the major.

2**. Student learning goals:**  Attach a description of student learning objectives and how they will be assessed.

3. **Resource implications:** These questions are all intended to elicit information that will allow the Associate Dean and the Curriculum Committee to assess the resource implications of the writing requirement. For example, if a new writing requirement relies on proposing a new course, it is essential for the committee to know which course is being replaced by the new course. Will the replaced course no longer be offered? Will the deletion of the course, or a reduction in the frequency with which it will be offered, have an impact on majors or on a particular program area?

1. How will this new course affect the teaching schedule of the department or program?

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1. Will implementation of the requirement replace a course (or courses) previously offered by the department or program? (If so, then you must submit a Routine Course Revision Form to delete the course.)

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c) What are other resource implications (technology, library, Writing Center, etc.) of this course?

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*Revised 4/5/10*