

# Curriculum Change Request Template: **Revisions to an Existing Curricular Area**

Please use this template to request revision of a curricular area, such as a program, major, minor, track/concentration/emphasis/focus, or degree or academic enhancement program (e.g., study abroad), providing all pertinent information.

**This change request involves** (check all that apply):

- Revisions to an existing graduate program
- Revisions to an existing major or track/discipline/emphasis/focus
- Revisions to an existing minor
- Revisions to an existing program (such as the general education curriculum)
- Revisions to an existing academic enhancement program (such as study abroad)
- Other curricular revisions

## **I. Summary Statement**

Provide a brief (five or six sentence) description of this curricular change. *(This is a statement you will reiterate in the Curriculum Change Form in [Sharepoint](#).)*

## **II. Proposal Description and Rationale**

Provide a detailed description of the proposed change.

Please note the following expectations of a complete proposal:

### **A. Details**

- Address the reason for the proposed change.
- Please indicate whether and how learning outcome objectives are affected by the change.
- Do changes affect the number of students who will be admitted to the program each year? If so, in what way?
- Do criteria for acceptance to the program change?
- Do the total number of credits in the program change? If so, compare the current and proposed number of total credits.

- For Undergraduate Programs:
- What will be the number of upper-division credits required?
  - Does the proposal change the number of “W” credits required, or offered as electives, in the program?
  - Does the proposal change the number of “CUE” credits required or offered as electives in the program?
- Please provide preliminary or modified syllabi for course additions or modifications. (**Note:** If you are proposing new or modified courses, a Course Change Form for each course must be submitted through the Sharepoint system by the deadline in early October.)
- If the change requires the addition of courses from another department, the cross-listing of courses in another department, or the deactivation of courses in your department that are used by another department, please submit a [Cross-Curriculum Approval](#) form along with this proposal.
- Will the program changes impact the department’s contributions to the number of courses or sections offered in the general education curriculum?
- Indicate how you will accommodate enrolled students to allow them to complete their degrees without hardship or added time.
- For proposals involving multiple changes to departmental or program curriculum, please provide a table or grid that summarizes all proposed changes.
- For proposed changes to majors, minors, or graduate programs, please provide a table or grid that compares current requirements to proposed requirements in the format in which these will appear in the catalog.

## **B. Catalog**

Please provide the narrative text that would accompany this program in the catalog.

**Note:** If the program is approved, you must work directly with SAS staff to update the catalog narrative and any pertinent degree requirements pages.

### **C. Planning**

What process did you follow in developing this proposal? Provide a description of the planning process followed in preparing this proposal. This section should include (if appropriate):

- A discussion of how the proposed change fits into the strategic plans and goals of your department or program.
- Evidence of need for the proposed change(s).
- Assessment data that supports the proposed change(s).

### **D. Assessment**

How will effectiveness of this curricular change be assessed?

### **E. Resources and Budget**

What are the resource and budget implications of this proposal?

- **Budget**

Taking into account numbers 2-4 below, please provide:

- A description of changes in institutional financial support, both new funds and reallocation of current resources, required by this proposed change.
- Projections, if applicable, of anticipated revenue and expenditures for each of the first three years, including financial considerations associated with the change itself.

#### **1. Faculty and Staff**

Indicate any impacts of this proposal on faculty and administrative. This section should include (if applicable):

- A summary of faculty load credit changes associated with the proposal.
- A list of the current faculty and staff whose loads or work responsibilities will be affected by the proposal. Include the educational and professional qualifications of these individuals as they relate to the proposed changes.

- A description of the anticipated sources and plans to secure additional qualified faculty and staff as appropriate.

## **2. Library & Information Resources**

Does the proposal require new library or information technology resources? If so, describe these resources, and please consult with the University Librarian.

## **3. Physical Facilities & Equipment**

What physical facilities and equipment are required for the proposal? Describe the adequacy and availability of current physical facilities (e.g., classrooms, laboratories, etc.) that will be used by the proposed change. Describe any changes in physical facilities that are required by the proposal.

## **4. Student Services**

Does the change impact the types or level of service students will need from non-academic departments (e.g., Student Academic Services, Student Financial Services, Student Life, Instructional Technology Services, etc.) Discuss any implications of the change for services to the rest of the student body. As appropriate, please have a conversation with the affected departments before submitting your proposal.