Curriculum Change Request Template: **New Curricular Area**

Please use this template to request creation of a curricular area, such as a new degree, graduate program, major, minor, track/concentration/emphasis/focus, or revision to GE, providing all pertinent information.

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

☐Creation of a new degree (e.g., a new BFA degree)

☐Creation of new undergraduate major or graduate program

☐Creation of a new track/discipline/emphasis/focus in a major or graduate program

☐Creation of a new minor

☐Creation of a new study abroad program

☐Creation of a new program (e.g., a new GE curriculum or degree requirement, e.g. CUE)

☐Other

I. Summary Statement

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

II. Proposal Description and Rationale

Provide a detailed description of the proposed program.

A. Details

- Address the intellectual, curricular, and/or programmatic merits of the proposal in the context of the mission and goals of your department and the institution.
- Please include a discussion of learning outcome objectives for the proposal.
- If you are proposing a new major, minor, or graduate program, please address the following:
  - How many students do you anticipate will pursue the program once it is established?
  - Will the number of students admitted to the program each year be limited, and if so what will be the annual number admitted?

- o What are the criteria for acceptance to the proposed program?
- o What is the total number of credits required for the program?
- For undergraduate programs:
  - o How many upper-division credits will be required in the program?
  - o How many "W" credits are included in required coursework? In electives?
  - o Are any "CUE" credits included in required coursework or electives?
  - o If this is a major, which course serves as the capstone course?
- Please provide a preliminary or modified syllabi for any new or modified courses. (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 an interdisciplinary program is proposed, which department will be the disciplinary "home" and who will provide academic advising?

- If the program includes courses from multiple departments or includes cross-listed courses, you must submit a Cross-Curriculum Approval form. (PDF)

- Will this new program impact the department's ability to provide faculty to teach in the Common or Exploratory Curriculum?

B. Catalog

- Please provide the proposed catalog narrative text for this program.
- In an appendix, provide curriculum requirements as they would appear in the catalog. (See example here.)
- In an appendix, provide a suggested course sequence for the major. (At this site you can find examples of tightly sequenced plans such that for Biochemistry and less rigid plans, such as that for Interior Design.)
- **Note:** Curricular information provided to the Curriculum Committee is not forwarded to Student Academic Services. It is your responsibility to work directly with SAS to update catalog narrative and any pertinent degree requirements pages in the catalog.

C. **Planning**

- Provide a description of the planning process followed in preparing this proposal. This section should include (if appropriate):

  - A discussion of how the proposal fits into the strategic plans and goals of your department or program.
  - Evidence of need for the program. (For new degrees, provide evidence of market analysis, including a comparative analysis of the offerings at SPU and those at peer institutions.
  - A timetable for implementation.

D. **Assessment**

- How and when will the effectiveness of this new program be assessed once implemented?

E. **Resources and Budget**

What are the resource and budget implications of this proposal?

1. **Budget**

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

   - A description of institutional financial support, both new funds and reallocation of current resources.

   - Projections (revenue and expenditures) for each of the first three years, including financial considerations associated with the change itself.

2. **Resources**
   1. **Faculty and Staff**

      What faculty and staff do you need to accomplish this proposal?
      This section should include:

- 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 related 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**
- Describe any changes in library or informational technology resources required by this proposal. (Please consult with the appropriate Librarian.)

3. **Physical Facilities & Equipment**
- Describe the adequacy and availability of current physical facilities (e.g., classrooms, laboratories, etc.) and equipment that will be used by the proposed program.
- Describe any changes in physical facilities or new equipment required by the proposal.

4. **Student Services**

- What student services are required for the proposal? (As appropriate, please have a conversation with the affected departments about anticipated impacts before submitting your proposals.)