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

**Proposal Description and Rationale**

Please explain the reasons for the proposed program changes and answer the questions below.

1. **Details**

* Address the reasons for the proposed changes.
* 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 changes positively or negatively impact transfer students?
* Please provide a side-by-side comparison of the “old” curriculum and the proposed “new” curriculum.
* Please provide a detailed explanation or chart showing how current students will be able to complete their programs in light of the proposed revisions.
* Does the total number of credits in the program change? If so, compare the current and proposed number of total credits.
* Will required upper-division credits remain the same? If not, please show a comparison.
* 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?
  + Are there any changes to the major’s capstone course? If so, please explain.
  + 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](https://spuonline.sharepoint.com/sites/CatalogChange/SitePages/Home.aspx) system by the deadline in early October.)
  + If the change requires the addition, revision, or deletion 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](http://spu.edu/depts/sas/faculty-resources/documents/CrossCurriculumApprovalRevSept2015.pdf) 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.

1. **Catalog**

* Please provide the narrative text that would accompany this program in the catalog.
* In an appendix, provide curriculum requirements as they would appear in the catalog. (See example [here](http://spu.edu/catalog/undergraduate/20178/degree-requirements?Area=MAJHISTORY&Major=1HIS).)
* In an appendix, provide a suggested course sequence for the major. (At [this site](http://spu.edu/depts/sas/resources/scs.asp) you can find examples of tightly sequenced plans such AS 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.

1. **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).

1. **Assessment**

How will effectiveness of this curricular change be assessed?

1. **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.

**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.

**Library & Information Resources**

* Does this proposal require any changes in library or educational technology resources and instruction required by this program? If so, describe these resources, and please consult with the University Librarian.

**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.

**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.

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