**PROCESS C: MAJOR CURRICULUM CHANGE PROPOSAL GUIDELINES**

This format is for:

- Four or more changes to degree program, minor, specialization, concentration, COGs, Post-Bacs, etc.,
- Four of more changes to related courses—changing titles, course numbers, course descriptions, and/or prerequisites.
- A combination of related program and course changes (four or more).
- Changing a Department name
- Adding, changing, or removing a Liberal Arts Sequence Program
- Creation or Dissolution of a School or Department
- Quasi-Curriculum Proposals

**Forms:**

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**Sample Proposals:**

These samples are provided for content and do not necessarily reflect the outline of the new guidelines. Where the sample differs from the guidelines, defer to the guidelines.

- Women's & Gender Studies
- MA Health Promotion Management
- Renumbering Courses within the Department of Geography & Environment

**Notes for Major Change Proposals:**

- **Changes in From/To Format (Section II.a.1):** When possible, present changes a table format.
- **Prerequisite changes:** A change in course prerequisites that increases (or decreases) program/degree hours constitutes a second curriculum change and must be addressed in the either this proposal or in a separate proposal.
- **Writing Intensive or Multicultural/Global Designation Change:** If the proposal is requesting either or both of these designations: Sponsors must specifically explain in the rational section of the new course proposal how the course meets the requirements for either of these designations. Sponsors should specifically refer to the university requirements in the proposal:
  - Guidelines for Multicultural/Global Studies Courses
  - Guidelines for Writing Intensive Courses
- **Course Catalogue Description:** If the proposal changes the course title, prerequisites or description, a new course catalog description needs to be included in the proposal. The
catalogue descriptions MUST be included as a separate page and the last page of the proposal. Course numbers of any prerequisites MUST be included. Example:

Catalogue Format:

**ANTH-02321: Cultural Ecology 3 S.H.**

*Prerequisite: ANTH 02202*

This course examines the relation of human groups to their environments as mediated by culture. It emphasizes the interaction of significant variables in the natural habitat, technology, and social institutions.

GUIDELINES

I. DETAILS
   a. Description/Summary of Changes Requested:
   
   b. Sponsor(s):
   
   c. Changes in From/To Format (preferably in table format):
      1. Change 1:
      2. Change 2:
      3. Change 3:
      4. Change 4:
      5. ....continue as needed
   
   d. Implementation Date:
   
   e. Related Curriculum Proposals Being Simultaneously Submitted: List each proposal by title and description of the curriculum change—what is the relationship to this change proposal (such as a new course proposal). If none, state NONE

II. RATIONALE
   a. Statements of "Need" for the Change.
      1. Change 1 Rational:
      2. Change 2 Rational (if applicable):
      3. Change 3 Rational (if applicable):
      4. Change 4 Rational (if applicable):
         ....continue as needed
   
   b. Curricular Effect: Describe how the change will impact on the program, department, curricular design, and/or students. Attach program overview or an advising sheet in a from/to table format for all program changes involving changes in required courses, electives, or changes in required hours.
III. RESULTS OF CONSULTATION

a. **List of All Parties Consulted:** Letters of consultation MUST be included from all departments or programs (chairs or coordinators) that have similar program content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments potentially involved must be included.

b. **Consultation Letters:** (copies of emails are acceptable): Letters from all parties listed as consults must be included.