PROCESS A: MINOR CURRICULUM CHANGE PROPOSAL GUIDELINES

This format is for:

- Non-general education course changes: such as changes in course title, catalogue number, prerequisites, description, credit hours or special designation.
- Deleting a course from the course catalogue.
- Minor changes (3 or less) to a major degree program, minor, specialization, concentration, COGs, etc.

Forms:

- Process A Submission Cover Form [PDF Format] [Excel Format]

Sample Proposals:

The 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.

- Samples: Changes to a Course
  - Counseling in Educational Settings Program
  - EMAG, DSP, Controls
  - Geology I
  - Introduction to Graphic Design I

- Samples: Minor Change to a program
  - Music Education Revisions (Clinical Practice)
  - Communication Studies Major

Special Notes:

- **Writing Intensive or Multicultural/Global Designation (Section II.a):** 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](#) or [Guidelines for Writing Intensive Courses](#)

- **Program/Degree changes (Section II.b.):** A change in program/degree requirements should include an overview sheet of the program as a whole in a “from/to” format.

- **Prerequisite changes (Section II. B):** A change in course prerequisites that increases (or decreases) program/degree hours constitutes a second curriculum change and must be addressed in the either the Process A proposal or in a separate proposal.
GUIDELINES

I. DETAILS
   a. Summary of Changes Requested:

   b. Sponsor(s):

   c. Changes in From/To Format (preferably in table format):
      1. Change 1:
      2. Change 2 (if applicable):
      3. Change 3 (if applicable):

   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 Change:
      1. Change 1 Rational:
      2. Change 2 Rational (if applicable):
      3. Change 3 Rational (if applicable):

   b. Curricular Effect. Describe how the change will impact on program, department, college and/or Students. This may include a program overview or an advising sheet in a from/to (preferably table) format.

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 course content or might otherwise be affected by this proposal. If the proposal is inter-disciplinary, 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.

IV. CATALOGUE DESCRIPTIONS: If the proposed change(s) affects any course catalogue descriptions, a new catalogue description must be included as a separate page and as the last page of the proposal. Course numbers of any prerequisites must also be included. Example:
Catalogue Format:

**ANTH 02321: Cultural Ecology**  
*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. This course may not be offered annually.
Course Catalogue: 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.