

Guidelines for Submitting Proposed Changes in Majors/Minors

Proposed changes to majors, minor, or programs should be described in a memo from the department/program chair to the Dean of the Faculty with a copy to the Chair of the Curriculum Committee. Changes should be submitted by email attachment by the deadline specified by the Curriculum Committee. The memo must include the following information:

1. Description of the change(s) showing current catalog copy with relevant changes highlighted.
2. Rationale for the change(s).
3. Impact of the change(s) on the department/program's ability to contribute to general education and interdepartmental programs.
4. Impact of the changes on *other* departments or programs which rely on this department/program as part of their curriculum.

Any change to a major or minor, *other than* editorial changes to the catalog, should be submitted to the Curriculum Committee.