

Step 1: Please select all of the applicable information for the program that is changing. If the program includes any new courses, each of those courses must have a corresponding New Course Proposal.

Department:
(Select a department)

Type of Program

Choose One:

☐ Non-Comprehensive Undergraduate Major ☐ Option
☐ Comprehensive Undergraduate Major ☐ Minor
☐ Graduate Program ☐ Certificate

Does this program include any new courses?
☐ No ☐ Yes (A corresponding new course form must be submitted to create each new course.)

Title of Program Affected:
(Select a program)

Step 2: Include the current catalog description and complete the new description for the program. This can either be done through the text box or through a Microsoft Word document attachment. Please follow the noted formatting for showing changes to the original catalog description. Be sure to copy the catalog program description, not information from departmental websites or other documents.

Current Catalog Description: (Either cut and paste present description from online catalog **OR** provide as an attachment below)

Not Attached

Choose File No file chosen

Complete New Catalog Description: (Either provide the revised description in the text area below [strikethrough all deletions and insert/bold new information - any content that is copied and pasted will lose existing formatting; please review prior to submission] **OR** provide as an attachment below)

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Not Attached

Choose File No file chosen

Total Hours:

Curricular Action Workflow: Change Program Proposal Form Guide

Step 3: Please select all applicable changes that are being made to the program. Be sure to submit the correct corresponding proposals should they be necessary for this program change. Also include a thorough explanation for the proposed change.

*Please note that the "Title Change" option is for the Program, not individual courses.

What is changing? Check all boxes that apply:

- ☐ Title change
- ☐ Adding option to an existing program (major)
- ☐ Deleting option from an existing program (major)
- ☐ Adding existing course(s) totaling credits
- ☐ Adding newly created course(s) totaling credits

(Note: A new course proposal must be submitted for each new course)

- ☐ Deleting courses from the program (major)
- (Note: A Delete Course Proposal form must be submitted if deleting course from catalog.)**
- ☐ Changing admission requirements
- ☐ Other

Reason for Proposed Change:

Step 4: List the date that these changes were approved by program/department faculty. Finally, save as a draft or submit for final review.

**What is the date that this new program was approved by departmental or program faculty?
(MM/DD/YYYY)**

No review notes have been added.

Save as draft

Submit for review

Once this form is submitted, **NO** changes can be made to the form or attachments. Please make sure that all information is proofed before final submission.

Please see the corresponding **Curricular Action Workflow Process** document to see the steps that this proposal will follow for approval and the approximate timeline for completion and implementation.