PROPOSAL TO MODIFY AN EXISTING CURRICULUM

***Instructions:***

**1) Complete ALL fields. If a field is not applicable, then enter NA. Forms that are incomplete will not be reviewed.**

**2) Do not delete any part of the form.**

**3) Proposal must be submitted 10 days prior to meeting. Meetings are on the first Friday of every month.**

**4) Representative must be present at meeting. Please note: March is the last date for changes to be made in order to be placed in the next catalog.**

**5) If the form becomes unresponsive, use the up and down arrow keys to navigate the text boxes and check boxes. If the form still does not respond save your document and reopen it.**

DATE: Click here to enter a date.

TITLE OF CURRICULUM: Click here to enter text.

COLLEGE/INSTITUTE: Choose an item.

DEPARTMENT: Choose an item.

EFFECTIVE DATE: Fall Click here to enter text. (year)

Provide a one sentence description of change (i.e., Prerequisite change for EN XXX)

Click here to enter text.

1. GENERAL INFORMATION:
2. Purpose of change(s).

Click here to enter text.

1. Need for change(s).

Click here to enter text.

1. Provide a detailed description of the planning process followed in preparing this proposal. Include how the proposed change fits into your curriculum plan for the program.

Click here to enter text.

1. Do these changes reflect new accreditation or certification requirements?

Click here to enter text.

1. Relationship of new curriculum to other colleges/institutes
   1. Does this change affect any core courses (i.e., general education requirements)?  Yes  No

If yes then how?

Click here to enter text.

* 1. Does this change affect any students outside of your college/institute that may be working toward a minor in your program?  Yes  No

If yes then how?

Click here to enter text.

* 1. If yes (to #2), has the relevant Department Chair been notified?

Yes  No

* 1. Proposals that have an impact on any other program or course across campus must be accompanied by letters from chairs of the departments affected, stating their reactions to the proposed changes, additions, etc.

1. Summary of changes

Click here to enter text.

1. Comparison of the existing and new curriculum

*This should be presented as a chart with three columns. If more than twenty rows are needed, include a separate word document with your chart with three columns.*

|  |  |  |
| --- | --- | --- |
| Previous Curriculum | Changes | New Curriculum |
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1. List of requirements as they will appear in the MUW Bulletin

Click here to enter text.

II. ACADEMIC INFORMATION:

1. To what extent will present faculty need to upgrade their competencies in order to meet the instructional requirements of the new curriculum?

Click here to enter text.

1. Will the new curriculum be taught by existing faculty?  Yes  No

Please explain how will the course be taught within the current faculty load and course rotation?

Click here to enter text.

1. Will additional funds be needed for equipment or supplies?

Click here to enter text.