

PROPOSAL TO MODIFY AN EXISTING CURRICULUM

COLLEGE/INSTITUTE:

DEPARTMENT:

DATE:

EFFECTIVE DATE:

I. GENERAL INFORMATION:

- A. Purpose of change(s).
- B. Need for change(s).
- C. 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.
- D. Do these changes reflect new accreditation or certification requirements?
- E. Relationship of new curriculum to other colleges/institutes
 - 1. Does this change affect any core courses (i.e., general education requirements)? How?
 - 2. Does this change affect any students outside of your college/institute that may be working toward a minor in your program?
 - 3. If yes (to #2), has the relevant Department Chair been notified? (Yes/No)
 - 4. 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.
- F. Summary of changes
- G. Comparison of the existing and new curriculum
Should be presented as a chart with three columns:

Previous Curriculum	Changes	New Curriculum

H. List of requirements as they will appear in the MUW Bulletin

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?
- 2. 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?
- 3. Will additional funds be needed for equipment or supplies?