

PROCEDURES FOR SUBMISSION OF REVISIONS TO MAJOR/MINOR REQUIREMENTS

Proposals to revise the requirements of majors and/or minors must be prepared and submitted in the format shown below. Send original and 20 copies to the Chair of the Curriculum Committee; a copy to the Dean of the College; a copy to the chair of each department whose courses are being added or removed from the requirements of your major/minor; and a copy to all departments expected to have an interest in the proposal.

Notes: (1) Proposals to revise majors/minors that are teacher certified must first be submitted to the Teacher Education Committee for approval. (2) Proposals that include changes in standards for admission to the major/minor or for graduation must also be submitted to the Academic Affairs Committee for approval.

FORMAT FOR SUBMISSION OF REVISIONS TO MAJOR/MINOR REQUIREMENTS

1. **Existing Major/Minor:** [Print existing catalog description.]
2. **Revised Major/Minor:** [Print the description as it would appear in the next catalog. Please line through deletions to existing requirements (e.g., ~~101, 300~~) and underline added requirements (e.g., 302, 304).]
3. **Rationale and Justification:** [Provide a brief explanation of the need for the proposed changes and why the proposal should be approved.]
4. **Resources:** [Address the adequacy of the following resources available to your program. If additional resources are needed to support your proposal, indicate plans for obtaining them.]
 - a. **Equipment:**
 - b. **Facilities:**
 - c. **Library Materials:**
 - d. **Staff:**
5. **Impact on Other Programs:** [Describe any anticipated effect of this proposal on other departments. (Note: Attach a copy of opinions from those departments.)]
6. **DPI/Accreditation Requirements:** [Describe any impact on DPI certification and/or accreditation requirements. (Reminder: Revisions to majors/minors that are teacher certified must first be approved by the Teacher Education Committee.)]
7. **Time-to-Degree:** [Indicate if this proposal is likely to result in students taking longer to graduate. If so, please include an explanation and alternatives considered.]
8. **Enrollment:** [Indicate the number of students enrolled in this program. Explain any expected changes in enrollment patterns.]
9. **Department Vote:** **Approve:** **Disapprove:** **Abstain:**
10. **Opinion of Dean:** [Include a statement of opinion from your Dean that addresses budget impact, staffing implications, and other resource related concerns.]
11. **Opinion of Vice Chancellor:** [Include a statement of opinion from the Vice Chancellor if the proposed change requires the approval of UW System Administration.]