CHECKLIST FOR PROPOSED CHANGE IN CURRICULUM

_____ 1. Obtain a *Proposed Change in Curriculum* form from the Chair of the Committee on Curriculum, the Columbia College web site, or the Office of Registrar.

_____ 2. Begin the proposal with the heading for the Curriculum Committee provided at the end of the checklist. Complete the following steps based on the proposed change:

Course Change: Addition of a New Course
_____ Write a description of the new course that includes
      _____ the course number
      _____ the number of credit hours
      _____ the course number(s) under which the course was previously offered
      _____ the course numbers for which credit will not be given for this course
      _____ a rationale for the new course (If this course could be used to fulfill a General Education requirement, explain in the rationale statement.)
_____ Consider whether the course change affects a program or programs in any department; if so, include a description of those changes in the proposal
_____ If the course may be used to fulfill a General Education requirement, obtain approval from Core Curriculum Committee

Course Change: Change in Current Course Number, Title, Description, and/or Credit
_____ Write the old course information using the word *From* (old course number, title, description, and/or credit; also refer to appropriate page(s) in current Columbia College Bulletin)
_____ Write the new course information, using the word *To* (new course number, title, description, and/or credit. If the course number is new, include the course number under which the course was previously offered)
_____ Write a rationale for the change
_____ Consider whether the change affects a program or programs in any department; if so, include a description of those changes in the proposal

Course Change: Deletion of a Course
_____ Write a description of the course to be deleted
_____ Write a rationale for the deletion
_____ Consider whether the course deletion affects a program or programs in any department; if so, include a description of those changes in the proposal

Program Change: Addition of New Major or Minor
_____ Write a description of the new major/minor that includes
      _____ the number of required credit hours
      _____ any required General Education courses
      _____ any restricted electives
      _____ a rationale for the addition

Program Change: Change(s) in Current Major or Minor Statement(s)
_____ Write a description of the old program using the word *From* (old requirements for a Major or Minor in XXX)
_____ Write a description of the new program, using the word *To* (new requirements; include any change in the required number of credit hours)
_____ Write a rationale for the change

_____ 3. Consult with Registrar as needed before formally proposing a change in curriculum.

_____ 4. Consult with appropriate department(s) and/or other programs that may be affected.

_____ 5. Write proposed Columbia College Bulletin revisions that reflect the change(s), considering both your department and any other affected department(s).

_____ 6. Complete *Proposed Change in Curriculum* form and acquire all necessary signatures.

_____ 7. Attach the completed *Proposed Change in Curriculum* form to the final proposal; provide 25 copies to the Secretary of the Committee on Curriculum by the required date (usually one week before the Committee on Curriculum meets).

Proposal Heading - Curriculum Committee

To: Curriculum Committee
From: Department
Re: Proposed Change(s) in Curriculum
Date: xx/xx/xxxx

If the Committee on Curriculum approves the proposal, it can then be sent to the faculty for approval. Individual departments are responsible for changing the heading on the approved proposal (see below) and sending it to the Faculty Secretary for inclusion in the faculty packet.

Proposal Heading - Faculty Meeting

To: Faculty
From: Curriculum Committee
Re: Proposed Changes(s) in Curriculum
Date   xx/xx/xxxx