

## FORMAT FOR CHANGE IN DEGREE PROPOSALS

IDENTIFICATION: Degree

**FROM: (PLEASE BRACKET [ ] ALL CHANGES)**

REQUIREMENTS:

TOTAL NUMBER OF CREDITS:

**TO: (PLEASE UNDERLINE NEW CHANGES)**

REQUIREMENTS:

TOTAL NUMBER OF CREDITS:

ROLE IN CURRICULUM: How will the change affect the College's curricula?

RATIONALE: Give a brief argument of why the course is needed.

APPROVAL: Please indicate Dean(s), department(s), chair(s)/faculty/committee (s) and date(s).

CONSULTATION: Please indicate department(s) or program(s) that were consulted about the proposed course.

EFFECTIVE: Please indicate semester and year.

OTHER:

\*In constructing a concentration for a baccalaureate program or an option for an associate's degree program, please keep in mind that the concentration may not diverge by more than 1/3 the credits required for the major, otherwise, the courses will need to be made into a separate major.

In modifying a degree program, a change that totals 15 or more required credits in an undergraduate program, 9 or more in a graduate program, requires approval by the State Education Department.