

Note: You can provide a separate comprehensive document with all curriculum and course changes vs. completing this form. The proposal should include the information noted on this form.

The following documents must be submitted along with this proposal:

- A. Syllabi for new courses following the guidelines outlined in the Handbook, Sec. 3.9.3.
- B. APC proposal notification form with appropriate signatures.

College/School/Dept:	Click here to select your college/school/center Click here to select your department	Date:	Click here to enter a date.
Name/Title of person submitting proposal:	Click here to enter text.		

- Nature of change:
- Add a new program
 - Delete a program
 - Modify an existing program
 - Other: [Click here to enter text.](#)

Name of program:	Click here to enter text.		
Effective term:	Click here to select effective term	Degree(s) to be	Click here to select degree
Year:	Click here to enter text.	earned:	Click here to select degree
Program type:	Click here to select program type	If other, explain:	Click here to enter text.

Complete this section for program deletion or program revisions:

Rationale for program deletion or program revisions: *no more than 3 paragraphs*

[Click here to enter text.](#)

Impact on majors, minors, and other programs as well as existing students and faculty:

[Click here to enter text.](#)

Program(s) affected: [Click here to enter text.](#)

Revised catalog description(s) for program revisions. *Should be copy/paste ready for catalog!*

Example - FROM: Major for Bachelor of Arts Degree (B.A.) in Psychology: A minimum of 35 credits including PSY 101, 205, 250, 300, 305, 325, 335, 345, 350, and 490; two credits of 360, 497, 498, or 499; and one additional elective. Psychology majors must receive a grade of "C" or higher in all psychology classes that fulfill department requirements.

Example - TO: Major for Bachelor of Arts Degree (B.A.) in Psychology: A minimum of 35 credits including PSY 101, 205, 250, 300, 305, 325, 335, 345, 350, and 490; two credits of 360, 497, 498, or 499; and one additional elective. If PSY 205 (or an equivalent course) did not include SPSS, then PSY 215 is required. Psychology majors must receive a grade of "C" or higher in all psychology classes that fulfill department requirements.

[Click here to enter text.](#)

How will this change impact current students? For example, if a program is being revised, what course(s) are now required OR what substitutions from the old curriculum will be used OR will the requirement(s) be waived? Describe how the Registrar should apply the revision to current students:

[Click here to enter text.](#)

Complete this section for a NEW program proposal:

Catalog description. Should be copy/paste ready for catalog! Reg staff need to be able to correctly write the requirements into degree audit. Email jschwartz@marian.edu if you want Reg Staff to review from a degree audit perspective before submitting.

Example - Major for Bachelor of Arts Degree (B.A.) in Psychology: A minimum of 35 credits including PSY 101, 205, 250, 300, 305, 325, 335, 345, 350, and 490; two credits of 360, 497, 498, or 499; and one additional elective. If PSY 205 (or an equivalent course) did not include SPSS, then PSY 215 is required. Psychology majors must receive a grade of "C" or higher in all psychology classes that fulfill department requirements.

[Click here to enter text.](#)

List all existing courses required for program (include department prefix, course number, course title, and credit hours):

[Click here to enter text.](#)

Program objectives in student learning outcomes:

[Click here to enter text.](#)

Unique characteristics of program and availability at surrounding institutions:

[Click here to enter text.](#)

Available accreditation:

[Click here to enter text.](#)

Justification of the program which includes:

- a. Relationship between program goals and University mission
- b. Need for program in contemporary society
- c. Target Market
- d. Employment prospects for graduates
- e. Possible community partnerships

[Click here to enter text.](#)

Impact Statement which includes:

- a. Enrollment potential
- b. Department staffing
- c. Physical resources
- d. Assessment of financial impact conducted by the VP of Finance and Business Operations

[Click here to enter text.](#)

New courses: If a new course, the course number must be approved by Registrar. Email Jennifer Schwartz at jschwartz@marian.edu to confirm availability of course number, if not already done.

Course #1:

Dept. Prefix	Click here to enter text.	Course number:	Click here to enter text.
Course title:	Click here to enter text.	Credit Hours:	Click here to enter text.
Variable credit:	Select Y/N	If yes, credit range:	Click here to enter text.
Cross-listing info:	Click here to enter text.		
Pre-req/Co-Req info:	Click here to enter text.		
Rotation term:	<input type="checkbox"/> Every Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Rotation year:	<input type="checkbox"/> Every Semester <input type="checkbox"/> ODD <input type="checkbox"/> EVEN
Program(s) affected:	Click here to enter text.		

Complete course description: *limit descriptions to 5 or fewer sentences. Should be copy/paste ready for catalog!*

Example - ART 375 Documentary Photography 3 credits

Prerequisite: 255 or faculty permission. Students will study images created by photographers for government, news, magazine, and other media outlets from 1930 to present day. Students will research documentary ideas and create visual narratives in both long essay and short story form for print or web based publications. Digital single lens reflex camera with interchangeable lenses required. Six hours of contact time per week. (2FE)

[Click here to enter text.](#)

Course #2:

Dept. Prefix	Click here to enter text.	Course number:	Click here to enter text.
Course title:	Click here to enter text.	Credit Hours:	Click here to enter text.
Variable credit:	Select Y/N	If yes, credit range:	Click here to enter text.
Cross-listing info:	Click here to enter text.		
Pre-req/Co-Req info:	Click here to enter text.		
Rotation term:	<input type="checkbox"/> Every Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Rotation year:	<input type="checkbox"/> Every Semester <input type="checkbox"/> ODD <input type="checkbox"/> EVEN
Program(s) affected:	Click here to enter text.		

Complete course description: *limit descriptions to 5 or fewer sentences. Should be copy/paste ready for catalog!*

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[Click here to enter text.](#)

Course #3:

Dept. Prefix	Click here to enter text.	Course number:	Click here to enter text.
Course title:	Click here to enter text.	Credit Hours:	Click here to enter text.
Variable credit:	Select Y/N	If yes, credit range:	Click here to enter text.
Cross-listing info:	Click here to enter text.		
Pre-req/Co-Req info:	Click here to enter text.		
Rotation term:	<input type="checkbox"/> Every Semester <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	Rotation year:	<input type="checkbox"/> Every Semester <input type="checkbox"/> ODD <input type="checkbox"/> EVEN
Program(s) affected:	Click here to enter text.		

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[Click here to enter text.](#)

For additional new courses, copy/paste the new course template (above) into this proposal.

APC Committee Use Only	Date	Notes/Rationale:
Proposal received on:		Click here to enter text.
Proposal reviewed on:		Click here to enter text.
Proposal returned for more information on:		Click here to enter text.
Proposal approved on:		Click here to enter text.
Proposal denied on:		Click here to enter text.