

Date Changes are Requested to go into Effect Catalog Year: _____

***Please note proposals/changes need to be approved by April 1st of each year to ensure that they make it into the upcoming catalog**

Purpose:

To modify existing requirements of an existing degree at Millsaps College: BA, BS, or BBA.

Instructions:

- Complete the entire form below and submit the current checklist and an updated checklist that clearly indicates the change as it will appear in the catalog.
- If the degree change affects another department, the proposer should contact the chair of that department and attach email correspondence to show communication and collaboration.
- If the proposed change requires the addition of a new course, please fill out a "Course Addition" form. Each added course requires its own form.
- Similarly, if the proposed change requires changes to an existing course, an "Existing Course Modification/Deletion" form must accompany this request.
- If more room is needed, please add an addendum and clearly identify which item is continued.
- Please plan accordingly: all degree changes must be introduced at a faculty meeting and then voted on by the full faculty at the subsequent faculty meeting.

Date: _____

Submitted by: _____

Department: _____

Department Chair Signature (e-signature is acceptable): _____

Have you spoken with your entire department before submitting this proposal to ensure you are on the same page? Check one: YES NO

A. Provide a summary and rationale behind the proposed change and discuss any staffing adjustments that may accompany the proposed change. The description of the staffing impact should be proportionate to the proposed changes.

B. On a separate sheet, please provide the existing checklist as it appears in the degree section in the current catalog and an updated checklist with the proposed changes as you would like to have it appear in the catalog.

C. This form must be submitted to the Curriculum Committee. Signatures below are required for approval. E-signatures are acceptable

Chair of the Curriculum Committee, Signed

Provost and Dean of the College, Signed

Registrar, Signed

Date